BOSS GNU/Linux User Manual

Quick Guide For Using BOSS

Version 3.0

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1.Introduction

We are delighted that you have decided to try BOSS GNU/Linux, and are sure that you will find that BOSS GNU/Linux distribution is unique. BOSS GNU/Linux brings together high-quality free software from around the world, integrating it into a coherent whole. We believe that you will find that the result is truly more than the sum of the parts. We understand that many of you want to install BOSS GNU/Linux without reading this manual, and the Debian Installer is designed to make this possible.

1.1 What is BOSS GNU/Linux?

BOSS(Bharat Operating System Solutions) is a GNU/Linux distribution developed by C-DAC for enhancing the use of Free/Open Source Software in the country. Made specifically for the Indian environment, it consists of a pleasing Desktop environment coupled with Indian language support and other packages that are most relevant for use in the government domain. Subsequent versions will support the educational domain, server release as well.

BOSS DVD pack consists of 3 sections. The Install section which gives you a BOSS Desktop in your system, a Live section which allows you to try BOSS without installing on the Hard Disk and without disturbing your existing OS and the Utility section which has some of the extra packages like OpenOffice fonts, Apache web server, scripting languages etc. You can get more details about BOSS DVDs and their functionality in our website http://bosslinux.in

1.1.1 INSTALL

To install BOSS , you need to have a minimum of 2.0 GB of hard disk space, 512 MB of RAM and a DVD-ROM drive. Insert the BOSS GNU/Linux DVD into the drive, restart your computer and boot from DVD by editing the BIOS setup. The BOSS screen appears with two options:

1) Start BOSS Live
2) Install BOSS

To use BOSS Live select the *"Start BOSS Live" option.*

You can proceed with the default installation by clicking *"Install BOSS"* or do custom installation. The details about the installation options and screen shots can also be found at BOSS GNU/Linux website http://bosslinux.in.

1.1.2 BOSS Live

The BOSS GNU/Linux Live project aims to create BOSS Live CDs, DVDs and USBs for all the releases of BOSS (and newer). BOSS Live is a GNU/Linux distribution that boots and runs completely from DVD. It includes recent linux software and desktop environments, with programs such as OpenOffice.org, GIMP, Iceweasel, Pidgin, Totem and hundreds of other quality open source programs. It also includes document converter, Presentation tool, 3D effects, bluetooth device support and Input method for Indian Languages.

Using BOSS Live you can test BOSS before installing it on your harddisk.
Later Proceed with Installation

1.1.3 UTILITY

The DVD consists of workstation related packages, like Apache webserver, egroupware collaboration tool, webmin – GUI for administrative tasks PHP, Mysql, Postgresql, Educational tools, Openoffice fonts and some other language fonts ,etc. You can find out the usage of the Utility and about these extra packages below. This BOSS Utility disc or Addon disc contains the packages related to workstation.

Usage of Utility:

1. Insert the DVD ,make sure it mounts properly.
2. Click "BOSS Utilities from CD" menu item from main menu

   i.e **System -> Administration -> BOSS Utilities from CD**.
3. Continue with instructions provided.
4. Go through the README file available in DVD.

1.1.4 BOSS GNU/Linux Components

1) Kernel – 2.6.22-3-486
2) GNOME – 2.20
3) KDE – 3.5

1.1.4.1 Components of GNOME Desktop

1) Iceweasel Web Browser
2) Pidgin Internet Messenger
3) Icedove Mail Client

4) Compiz - 3D Desktop
5) BharateeyaOO
6) BOSS Presentation Tool
7) Bulk Document Converter
8) Totem Movie Player
9) Banshee Music Player
10) gThumb Image viewer
11) XSane Image scanning program
12) Gnome Baker – CD/DVD Writer
13) SCIM – Smart Common Input Method
14) Ekiga Soft Phone
15) E-Speak
16) Orca
17) Planner
18) gDesklets
19) Document Viewer
20) Password and Encryption Keys
21) Partition Editor
22) Liferea Feed Reader
23) XChat – Internet Relay Chat
24) Synaptic Package Manager

1.2 BOSS GNU/Linux Licensing

BOSS GNU/Linux is a collection of many computer programs and documents created by BOSS Team. Each of these works might come under a different license. Our License Policy describe the process that we follow in determining which software we will ship and by default on the BOSS Install, Live and Utility.

The BOSS team is committed to Free and Open Source Software. The world is a better place if you have the source code to all the software on your computer, and the right to use that source code in constructive ways.

We would invite you to read more about our Free Software Philosophy and help to shape this policy further.

Categories of software in BOSS GNU/Linux

We organize the thousands of software packages available for BOSS GNU/Linux into three key components: main, contrib, non-free. Software is published in one of those components based on whether or not it meets our Free Software Philosophy, and the level of support we can provide for it. This policy really addresses the software that you will find in main and non-free. Those components contain software that is fully supported by the BOSS team and must comply with this policy.

All software in BOSS main and non-free must be licensed in a way that is compatible with our license policy. There are many definitions of "free" and free software so we have included our own set of guidelines, listed below.

BOSS GNU/Linux "main" Component License Policy

All application software included in the BOSS GNU/Linux main component:

Must include source code. The main component has a strict and non-negotiable requirement that application software included in it must come with full source code.

Must allow modification and distribution of modified copies under the same license. Just having the source code does not convey the same freedom as having the right to change it. Without the ability to modify software, the BOSS community cannot support software, fix bugs, translate it or improve it.

1.2.1 The BOSS Free & Open Source Software Guidelines (BFOSSG)

1.Free Redistribution

The license of a BOSS GNU/Linux component may not restrict any party from selling or giving away the software as a component of an aggregate software distribution containing programs from several different sources. The license may not require a royalty or other fee for such sale.

2.Source Code

The program must include source code, and must allow distribution in source code as well as compiled form.

3.Derived Works

The license must allow modifications and derived works, and must allow them to be distributed under the same terms as the license of the original software.

4.Integrity of The Author's Source Code

The license may restrict source-code from being distributed in modified form _only_ if the license allows the distribution of "patch files" with the source code for the purpose of modifying the program at build time. The license must explicitly permit distribution of software built from modified source code. The license may require derived works to carry a different name or version number from the original software. (This is a

compromise. The BOSS group encourages all authors not to restrict any files, source or binary, from being modified.)

5.No Discrimination Against Persons or Groups

The license must not discriminate against any person or group of persons.

6.No Discrimination Against Fields of Endeavor

The license must not restrict anyone from making use of the program in a specific field of endeavor. For example, it may not restrict the program from being used in a business, or from being used for genetic research.

7.Distribution of License

The rights attached to the program must apply to all to whom the program is redistributed without the need for execution of an additional license by those parties.

8.License Must Not Be Specific to BOSS GNU/Linux

The rights attached to the program must not depend on the program's being part of a BOSS GNU/Linux system. If the program is extracted from BOSS GNU/Linux and used or distributed without BOSS GNU/Linux but otherwise within the terms of the program's license, all parties to whom the program is redistributed should have the same rights as those that are granted in conjunction with the BOSS system.

9.License Must Not Contaminate Other Software

The license must not place restrictions on other software that is distributed along with the licensed software. For example, the license must not insist that all other programs distributed on the same medium must be free software.

10.Example Licenses

The "GPL", "BSD", and "Artistic" licenses are examples of licenses that we consider "free"

2. Installation Steps

This manual helps you to install BOSS GNU/Linux on desktops and laptops. The installation system is flexible enough to use even if you have no previous knowledge of Linux or computer networks. If you select default options, BOSS GNU/Linux provides a complete desktop operating system, including productivity applications, Internet utilities, and desktop tools.

This document does not detail all of the features of the installation system. If you want the complete details of the features during installation please check our BOSS website at http://bosslinux.in

2.1 Before You Begin

2.1.1 System Requirements

BOSS GNU/Linux does not impose hardware requirements beyond the requirements of the Linux kernel and the GNU tool-sets. Therefore, any architecture or platform to which the Linux kernel, libc, gcc, etc. have been ported, can run BOSS GNU/Linux. To install BOSS GNU/Linux you need very minimum system configurations. Currently the 3D desktop feature of BOSS works with only Intel chipsets. For the other chipsets, work is going on. The other hardware requirement details are as follows:

- Hard Disk – 2.0 GB (unpartitioned space)
- RAM – 512 MB
- DVD-ROM drive

To install BOSS GNU/Linux from disc, you need the installation DVD, currently, BOSS GNU/Linux supports the *i386*, *ppc*, and *x86_64* architectures. These architectures are described below:

i386

Intel x86-compatible processors, including Intel Pentium and Pentium-MMX, Pentium Pro, Pentium-II, Pentium-III, Celeron, Pentium 4, and Xeon; VIAC3/C3-m and Eden/Eden-N; and AMD Athlon, AthlonXP, Duron, AthlonMP, and Sempron

x86_64

64-bit AMD processors such as Athlon64, Turion64, Opteron; and Intel 64-bit processors such as EM64T

2.1.2 Overview of the Installation Process

First, just a note about re-installations. With BOSS GNU/Linux, a circumstance that will require a complete re-installation of your system is very rare; perhaps mechanical failure of the hard disk would be the most common case. Many common operating systems may require a complete installation to be performed when critical failures take place or for upgrades to new OS versions. Even if a completely new installation isn't required, often the programs you use must be re-installed to operate properly in the new OS. Under BOSS GNU/Linux, it is much more likely that your OS can be repaired rather than replaced if things go wrong. Upgrades never require a wholesale installation; you can always upgrade in-place. And the programs are almost always compatible with successive OS releases. If a new program version requires newer supporting software, the BOSS packaging system ensures that all the necessary software is automatically identified and installed. The point is, much effort has been put into avoiding the need for re-installation, so think of it as your very last option. The installer is not designed to re-install over an existing system. Here's a road map for the steps you will take during the installation process.

1. Back up any existing data or documents on the hard disk where you plan to install.
2. Gather information about your computer and any needed documentation, before starting the installation.
3. Create partition-table space for BOSS on your hard disk.
4. Set up the first boot drive to DVD drive (through CMOS setup) and restart your system.
5. Insert the BOSS GNU/Linux DVD into the drive
6. Boot the installation system.
7. Select installation language.
8. Activate the ethernet network connection, if available.
9. Create and mount the partitions on which BOSS GNU/Linux will be installed.
10. Watch the automatic install/setup of the base system.
11. Installs additional software (tasks and/or packages), at your discretion.
12. Installs a boot loader which can start up BOSS GNU/Linux on your existing system.
13. Load the newly installed system for the first time, and make some initial system settings.
14. If you have problems during the installation, it helps to know which packages are involved in which steps.
15. Introducing the leading software actors in this installation drama: The installer software, debian-installer, is the primary concern of this manual. It detects hardware and loads appropriate drivers, uses dhcp-client to set up the network

connection, and runs debootstrap to install the base system packages. Many more actors play smaller parts in this process, but debian-installer has completed its task when you load the new system for the first time. Upon loading the new base system, base-config supervises adding users, setting a time zone (via tzsetup), and setting up the package installation system (using apt-setup). It then launches tasksel which can be used to select large groups of related programs, and in turn can run aptitude which allows you to choose individual software packages.

2.1.3 Back Up Your Existing Data!

Before you start, make sure to back up every file that is now on your system. If this is the first time a non-native operating system has been installed on your computer, it's quite likely you will need to re-partition your disk to make room for BOSS GNU/Linux. Anytime you partition your disk, you should count on losing everything on the disk, no matter what program you use to do it. The programs used in installation are quite reliable and most have seen years of use; but they are also quite powerful and a false move can cost you.

Even after backing up be careful and think about your answers and actions. Two minutes of thinking can save hours of unnecessary work. If you are creating a multi-boot system, make sure that you have the distribution media of any other present operating systems on hand. Especially if you repartition your boot drive, you might find that you have to reinstall your operating system's boot loader, or in many cases the whole operating system itself and all files on the affected partitions.

2.2 Beginning the Installation

To begin installation of BOSS GNU/Linux, boot the computer from the boot media i.e from CD or DVD or any other storage bootable media like USB .

The *BIOS* (Basic Input/Output System) on your computer must support the type of boot media you select. The BIOS controls access to some hardware devices during boot time. Any computer that meets the minimum recommended specification for BOSS GNU/Linux can boot from a CD or DVD drive with the first disc.

If you are not sure what capabilities your computer has, or how to configure the BIOS, consult the documentation provided by the manufacturer. Detailed information on hardware specifications and configuration is beyond the scope of this document.

Aborting the Installation

To abort the installation process at any time before the **Installing Packages** screen, either press *Ctrl+Alt+Del* or power off the computer with the power switch. BOSS GNU/Linux makes no changes to your computer until package installation begins.

2.3 Booting from Disc

To boot your computer from disc:

1. Switch on the computer.
2. Insert the disc into the DVD drive.
3. A screen appears to ask for a booting option.,
    1. *Start BOSS Live* (or)
    2. *Install BOSS*
4. Booting through "BOSS Live" will take you a tour around BOSS virtually . Using this Live Boot you can check out the BOSS desktop and its applications and once you are satisfied with BOSS., you can come back and choose for "Install BOSS".
5. Below is a set of Help options from *F1* to *F6* where you can find more information about BOSS and installation steps.

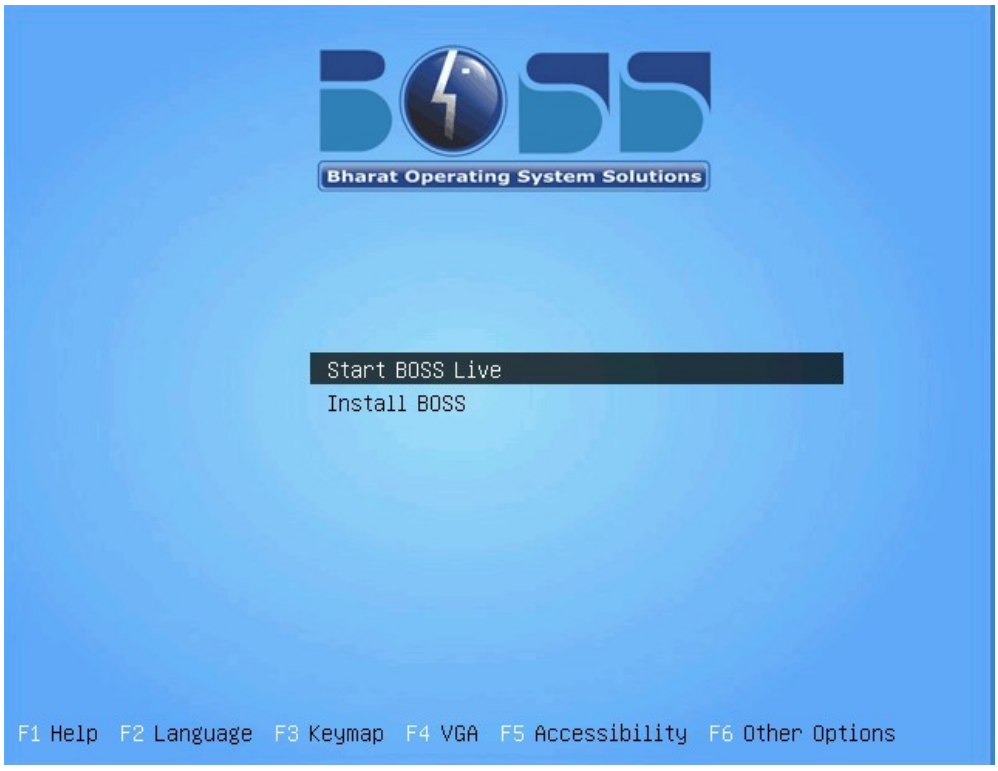

Bharat Operating System Solutions
Start BOSS Live
Install BOSS
F1 Help F2 Language F3 Keymap F4 VGA F5 Accessibility F6 Other Options

Figure 1. Boot Screen

If you select "Install BOSS" and press *Enter*, the installation runs in default mode. In the default mode, the installation runs from DVD , and uses a graphical interface. If you want any changes with the kernel options., Press *F9* for help and you can do the editing. Few possible and useful kernel options are listed below.

- To install from a hard drive or network server, add the directive **askmethod**.
- To use a text interface, add the directive **text**.

- To retry installation because the installation aborted at an early stage, add the directive `acpi=off`.

During this step you can type F1 which will display the help for other modes of installation like expert mode installation, beginner mode installation etc.

2.4 Language Selection

The installation program displays a list of languages which are supported by BOSS GNU/Linux. Select the Language as “English” / “Tamil” / “Hindi” (or any other). Click “Continue” to proceed.

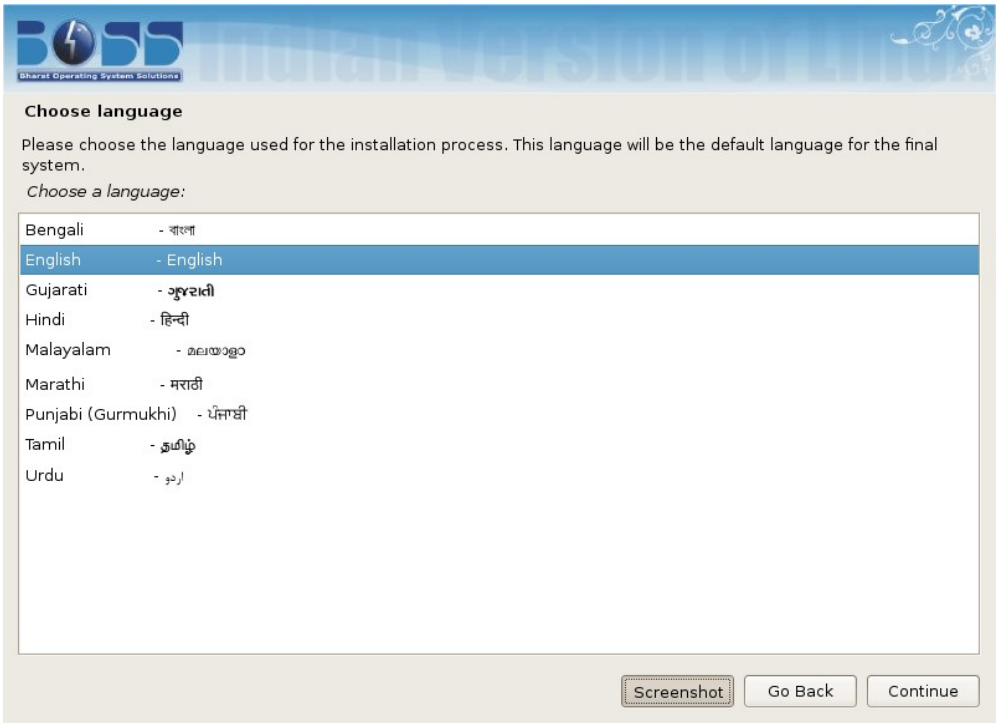


Figure 2. Language Selection Screen

2.5 Country Selection

Next the country selection screen appears. Select the appropriate country from the list. Click “Continue” and proceed further

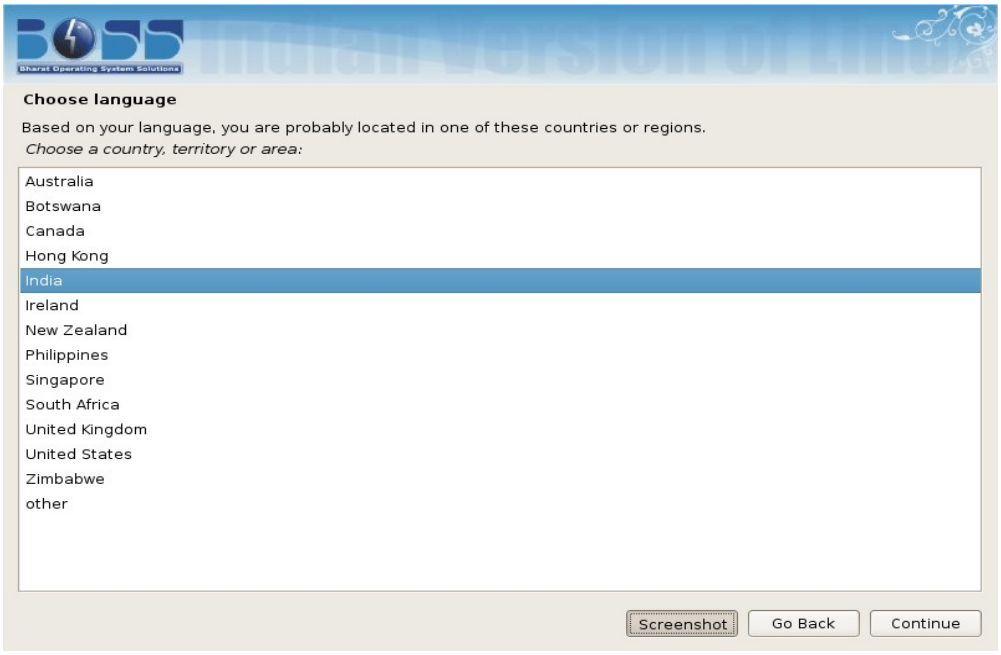


Figure 3. Country Selection Screen

2.6 Keyboard Configuration

The installation program displays a list of the keyboard layouts supported by BOSS GNU/Linux. Highlight the correct layout on the list, and select “Next”.

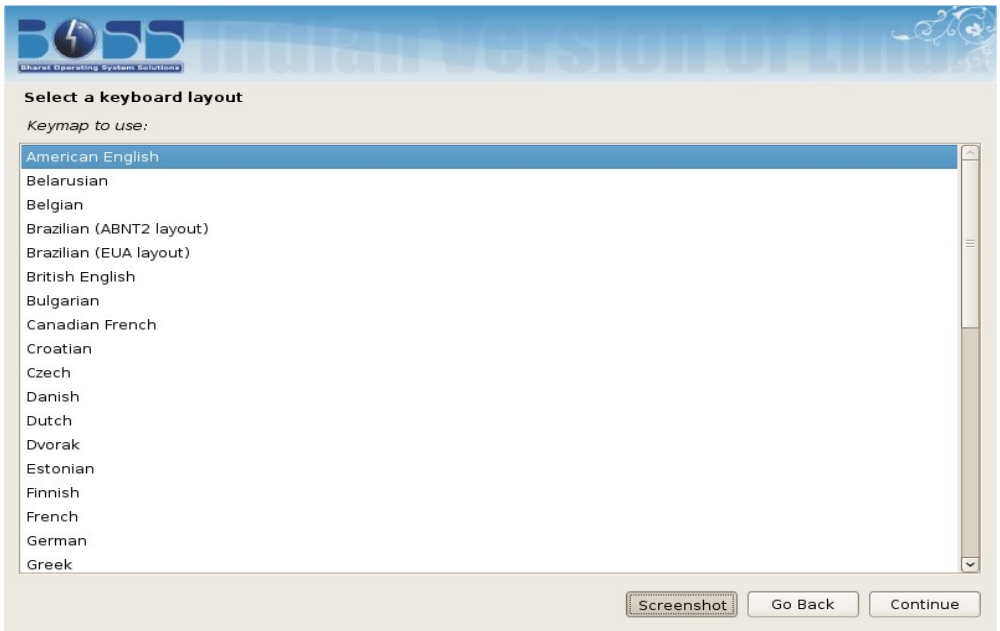


Figure 4. Keyboard Configuration Screen

2.7 Network Configuration

Configuring Network Automatically

If you have a DHCP Server, then the Network will be automatically configured. There is no need for the user to bother about the network configuration.

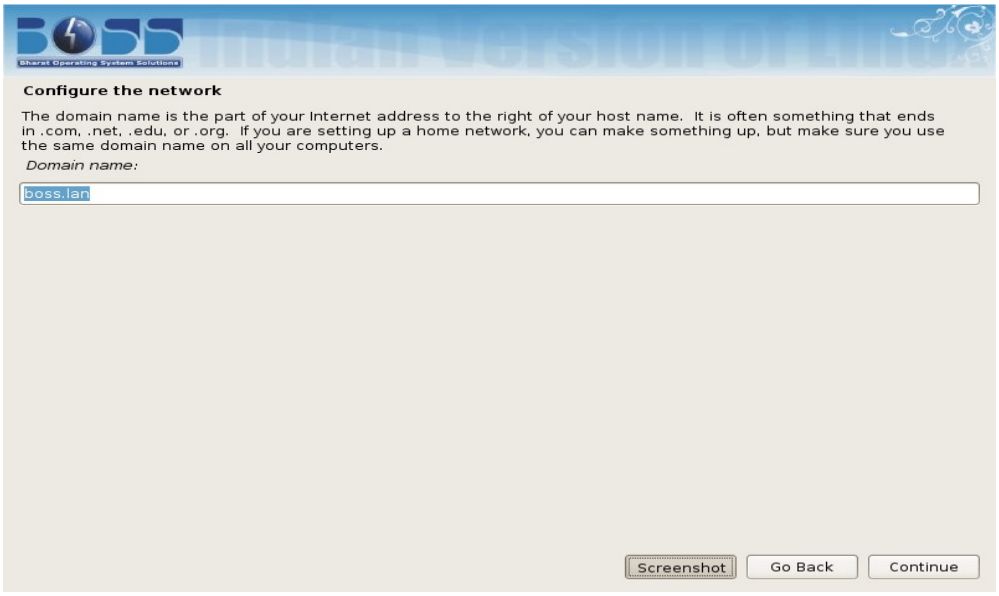

Configure the network
The domain name is the part of your Internet address to the right of your host name. It is often something that ends in .com, .net, .edu, or .org. If you are setting up a home network, you can make something up, but make sure you use the same domain name on all your computers.
Domain name:
boss.lan
Screenshot
Go Back
Continue

Figure 5. Network Configuration

Click “Continue” to proceed.

Configuring Network Manually

If that is not the case, you need to manually configure the network. When the DHCP server is not available, the following screen appears which means you need to configure manually.

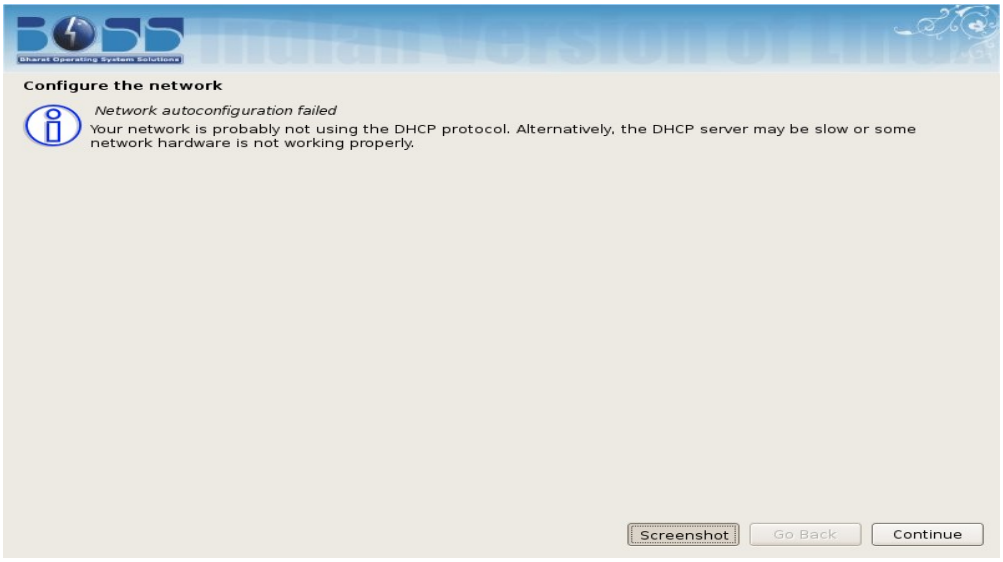

Configure the network
Network autoconfiguration failed
Your network is probably not using the DHCP protocol. Alternatively, the DHCP server may be slow or some network hardware is not working properly.
Screenshot
Go Back
Continue

Figure 5.1 Network Configuration

Click on “Continue” to proceed towards Manual Network configuration.

Configure the network
From here you can choose to retry DHCP network autoconfiguration (which may succeed if your DHCP server takes a long time to respond) or to configure the network manually. Some DHCP servers require a DHCP hostname to be sent by the client, so you can also choose to retry DHCP network autoconfiguration with a hostname that you provide.
Network configuration method:
Retry network autoconfiguration
Retry network autoconfiguration with a DHCP hostname
Configure network manually
Do not configure the network at this time
Screenshot
Go Back
Continue

Figure 5.2 Network Configuration

Select “Configure Network Manually” and set the IP address and configure network.

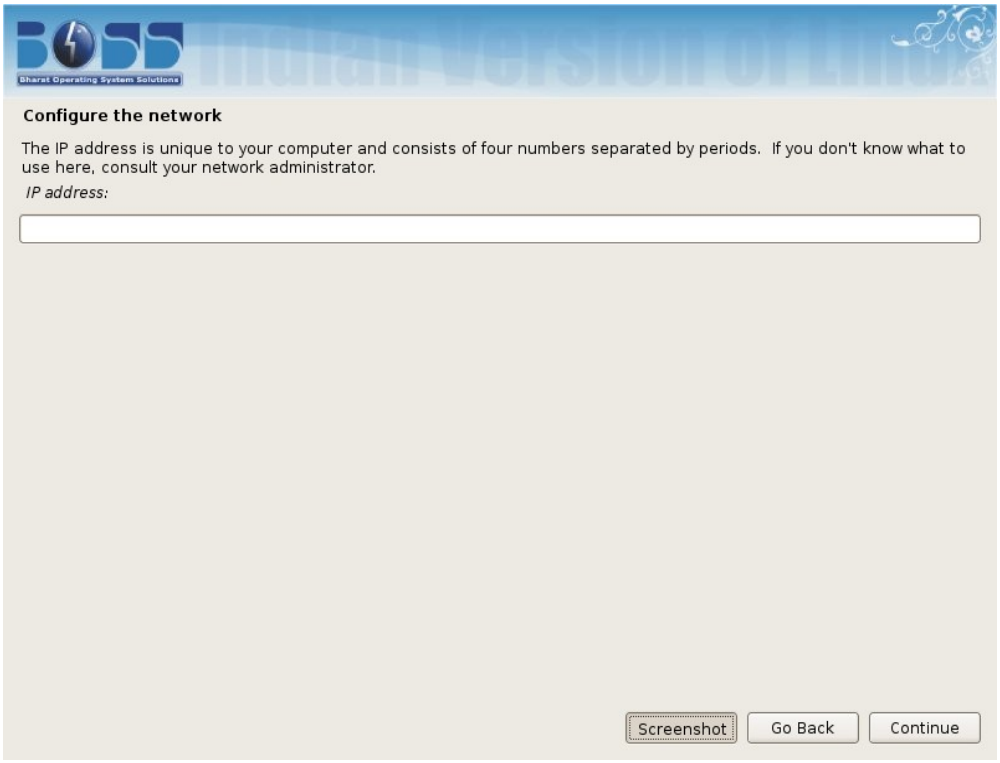

Configure the network
The IP address is unique to your computer and consists of four numbers separated by periods. If you don't know what to use here, consult your network administrator.
IP address:
Screenshot
Go Back
Continue

Figure 5.3 Network Configuration

The screen shots are as follows:

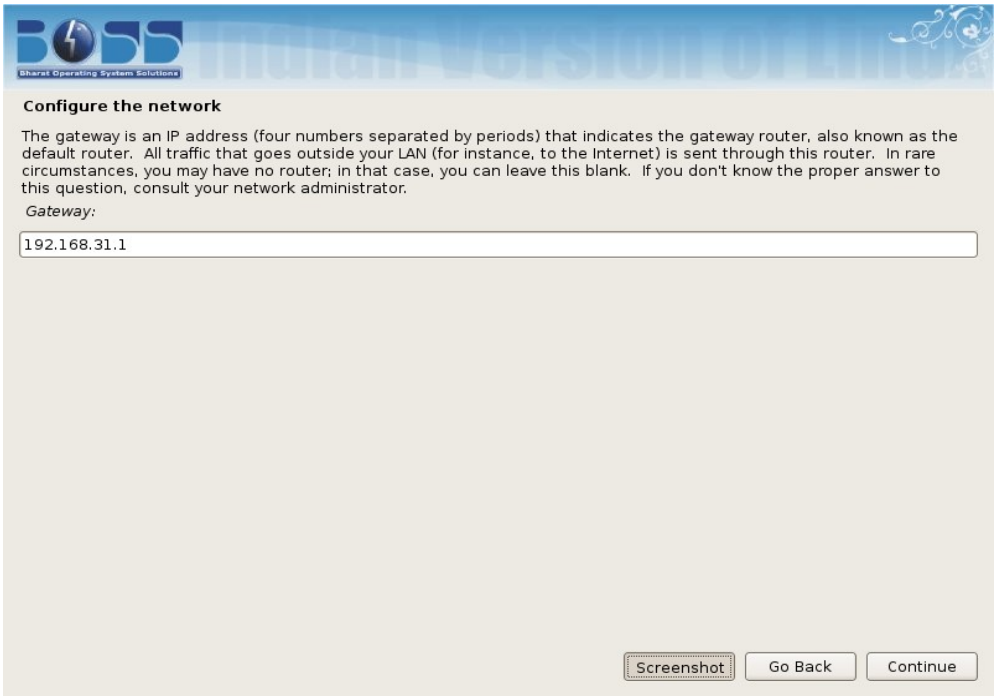

Configure the network
The gateway is an IP address (four numbers separated by periods) that indicates the gateway router, also known as the default router. All traffic that goes outside your LAN (for instance, to the Internet) is sent through this router. In rare circumstances, you may have no router; in that case, you can leave this blank. If you don't know the proper answer to this question, consult your network administrator.
Gateway:
192.168.31.1
Screenshot
Go Back
Continue

Figure 5.4 Network Configuration

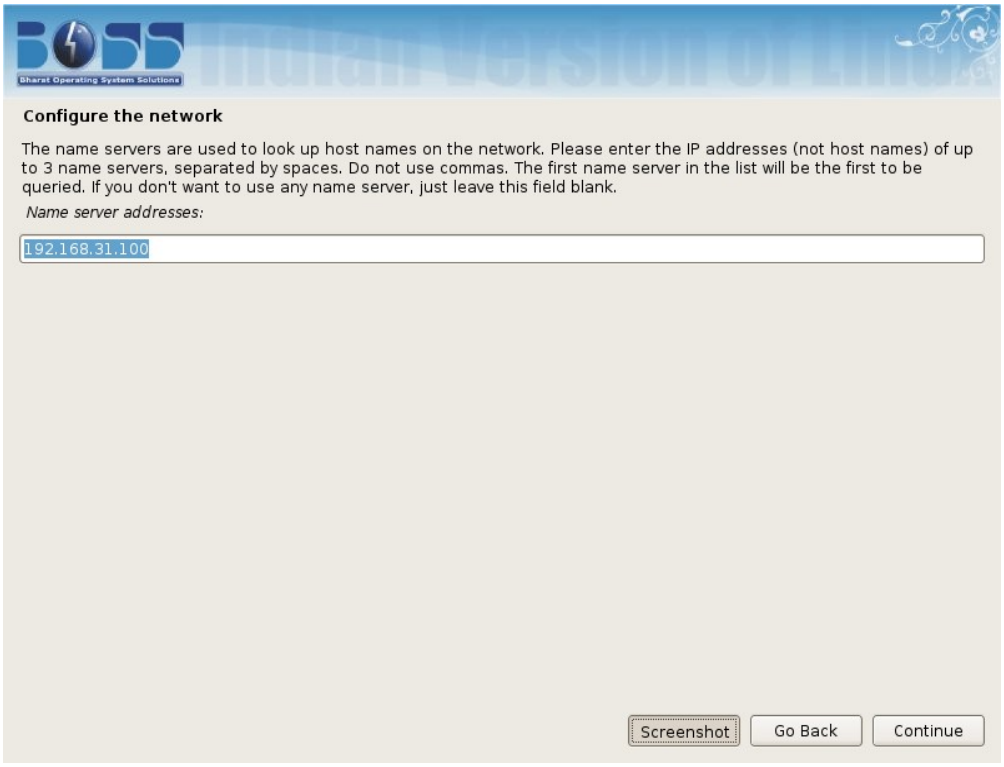

Configure the network
The name servers are used to look up host names on the network. Please enter the IP addresses (not host names) of up to 3 name servers, separated by spaces. Do not use commas. The first name server in the list will be the first to be queried. If you don't want to use any name server, just leave this field blank.
Name server addresses:
192.168.31.100
Screenshot
Go Back
Continue

Figure 5.5 Network Configuration

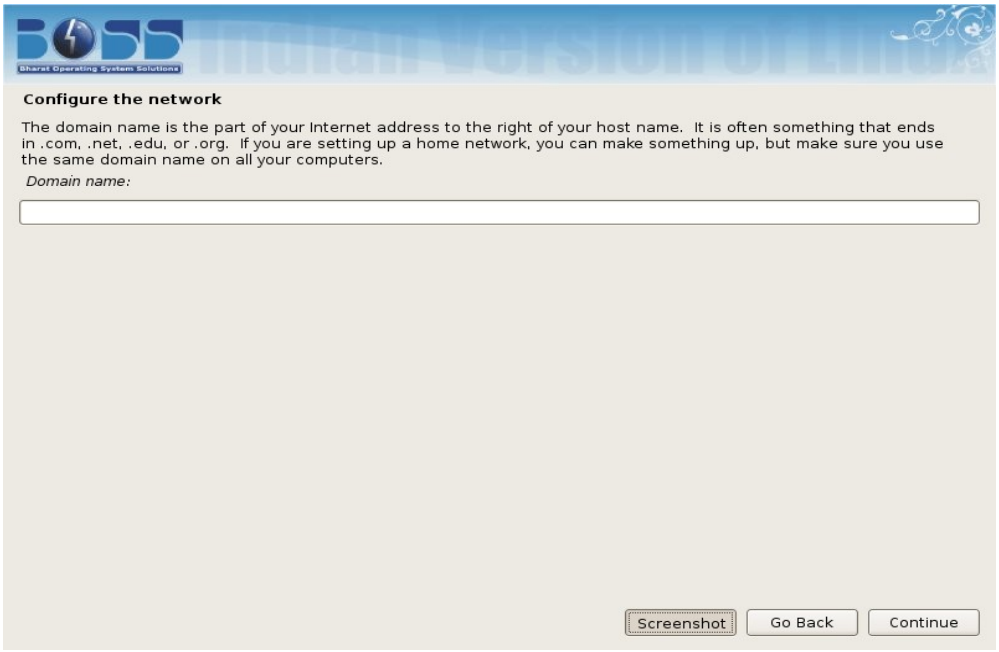

Configure the network
The domain name is the part of your Internet address to the right of your host name. It is often something that ends in .com, .net, .edu, or .org. If you are setting up a home network, you can make something up, but make sure you use the same domain name on all your computers.
Domain name:
Screenshot
Go Back
Continue

Figure 5.6 Network Configuration

2.8 Disk Partitioning Setup

If you are new to Linux, you may want to use the automatic partitioning method. If you are a more experienced Linux user, use the manual partitioning method for more control over your system configuration, or select and modify the automatically defined partitions.

The Screen below shows the way you would like to partition. These are the following ways in which you can partition the hard disk

a)Automatic partitioning

b)LVM partitioning

c)Manual partitioning.

a) Automatic Partitioning

By selecting automatic partitioning ,you will not have to use partitioning tools to assign mount points,create partitions,or allocate space for your installation.

You will be provided with two options in automatic partition -

- Format entire Hard Disk
- Use Existing Hard disk Space

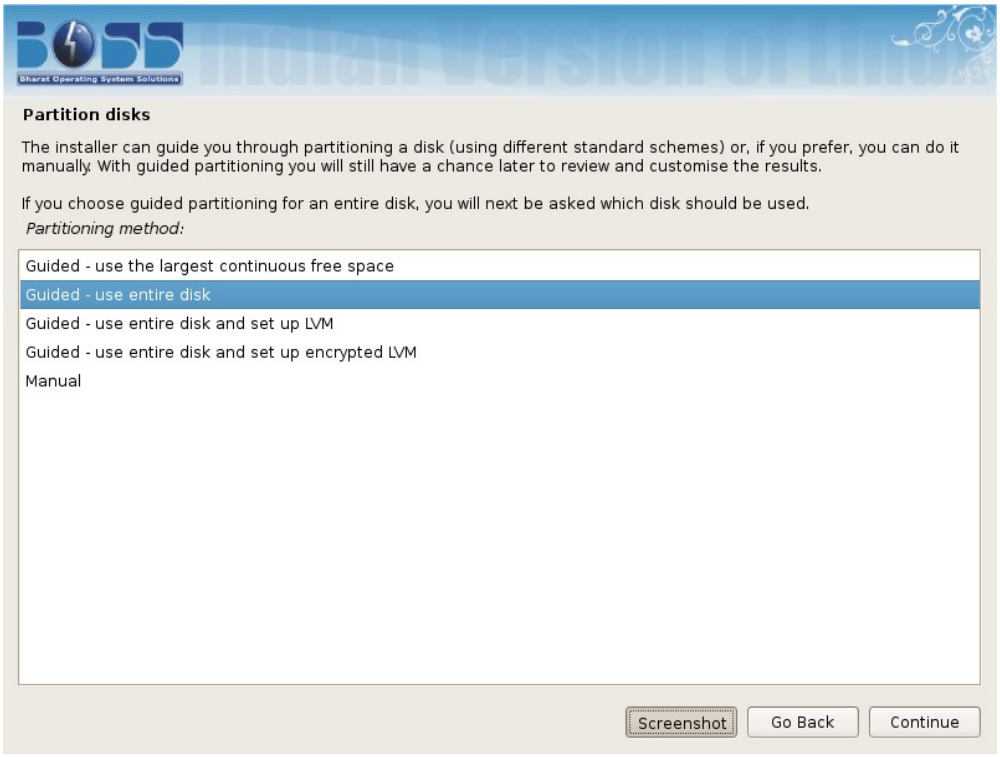

Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

Figure 6.1 Format Entire Hard Disk

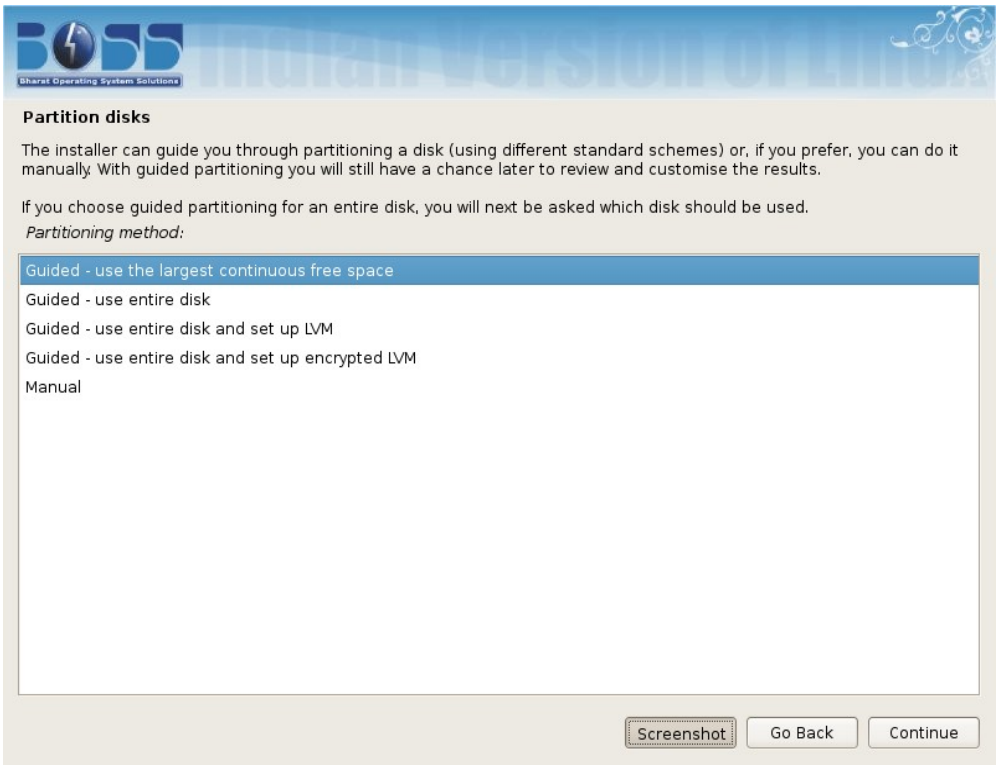

Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

Figure 6.2 Use the largest Free Space Available

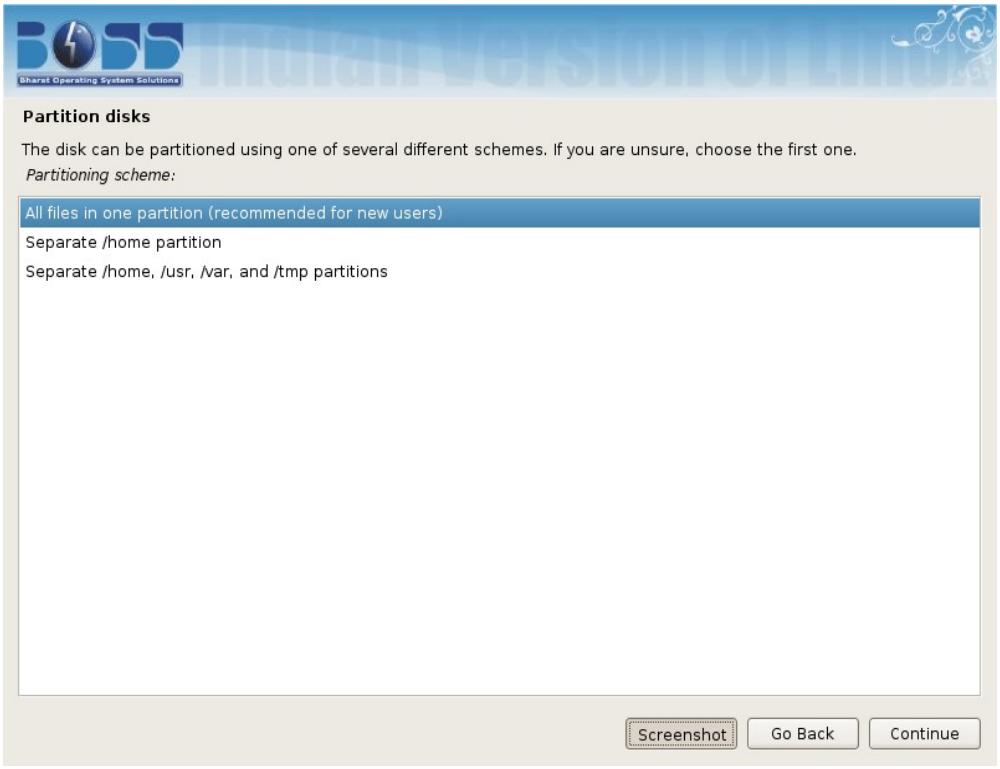

Partition disks
The disk can be partitioned using one of several different schemes. If you are unsure, choose the first one.
Partitioning scheme:
All files in one partition (recommended for new users)
Separate /home partition
Separate /home, /usr, /var, and /tmp partitions
Screenshot
Go Back
Continue

Figure 6.3 Allot the space for different directories

b) LVM partitioning

LVM is a tool for logical volume management which includes allocating disks, resizing logical volumes. The Logical Volume Manager (LVM) enables flexible distribution of hard disk space over several file systems. As it is difficult to modify partitions on a running system, LVM was developed. It provides a virtual pool (Volume Group — VG for short) of memory space from which logical volumes (LV) can be generated if needed. The operating system accesses these instead of the physical partitions.

The screen shots are as follows:

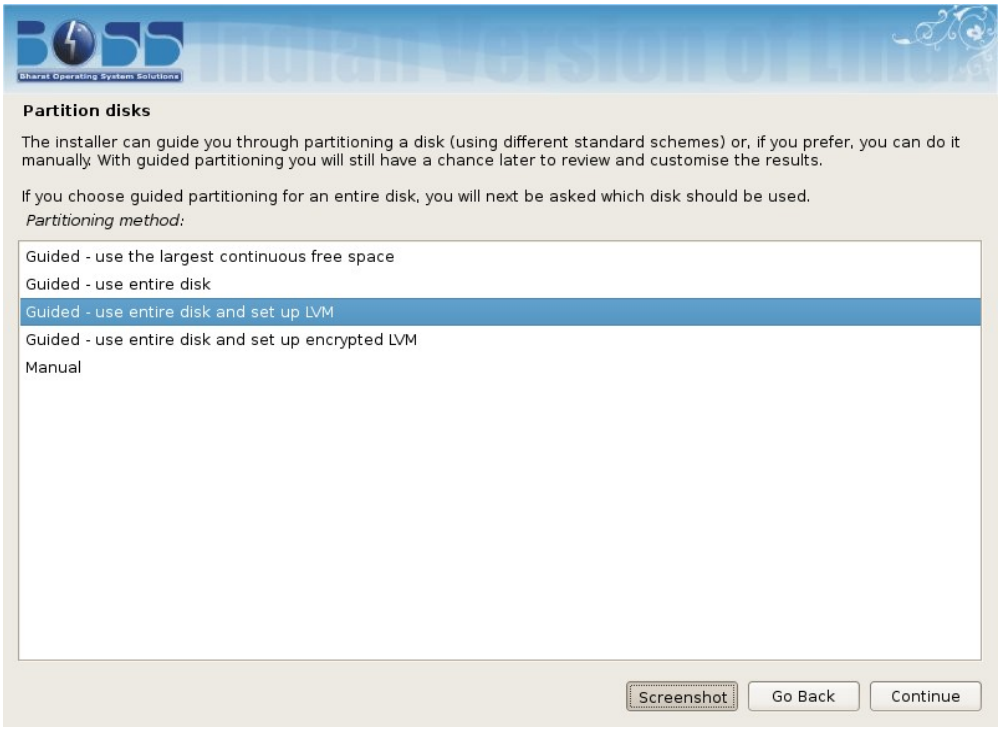

Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

Figure 6.4 LVM Partitioning

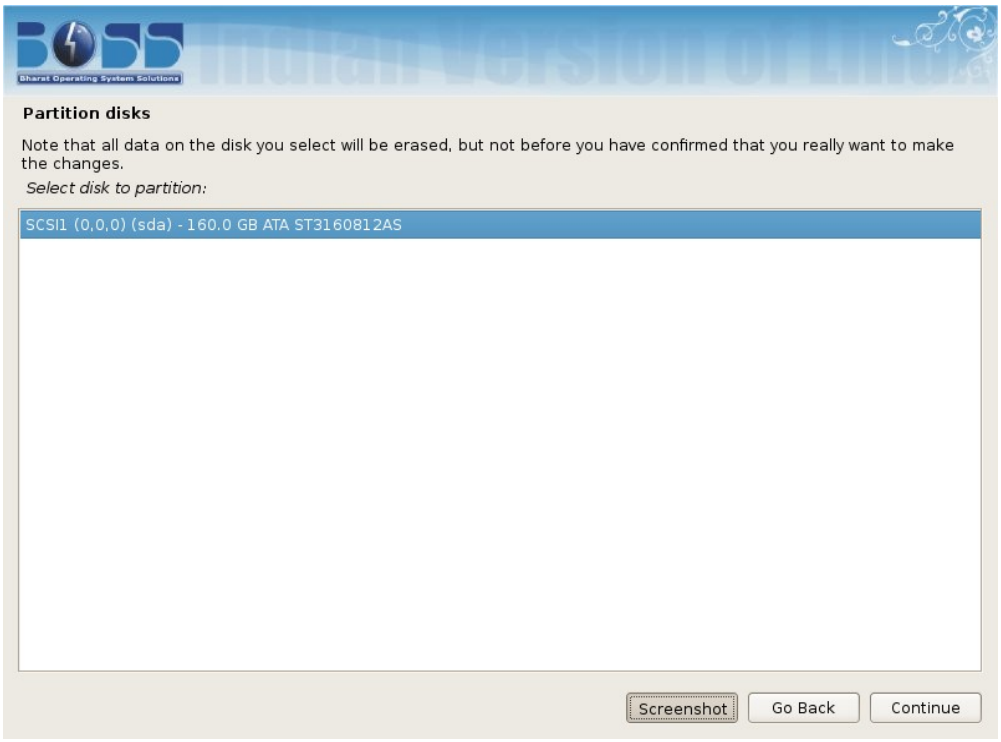

Partition disks
Note that all data on the disk you select will be erased, but not before you have confirmed that you really want to make the changes.
Select disk to partition:
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
Screenshot
Go Back
Continue

Figure 6.5 Select the disk to partition

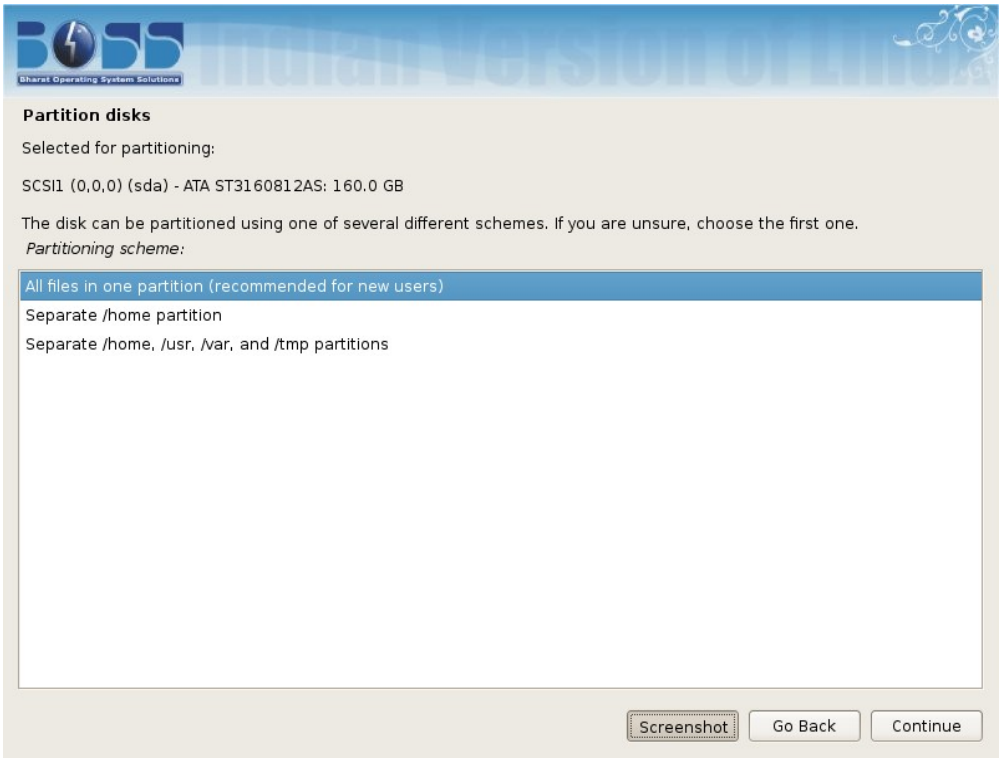

Partition disks
Selected for partitioning:
SCSI1 (0,0,0) (sda) - ATA ST3160812AS: 160.0 GB
The disk can be partitioned using one of several different schemes. If you are unsure, choose the first one.
Partitioning scheme:
All files in one partition (recommended for new users)
Separate /home partition
Separate /home, /usr, /var, and /tmp partitions
Screenshot
Go Back
Continue

Figure 6.6 LVM Partitioning

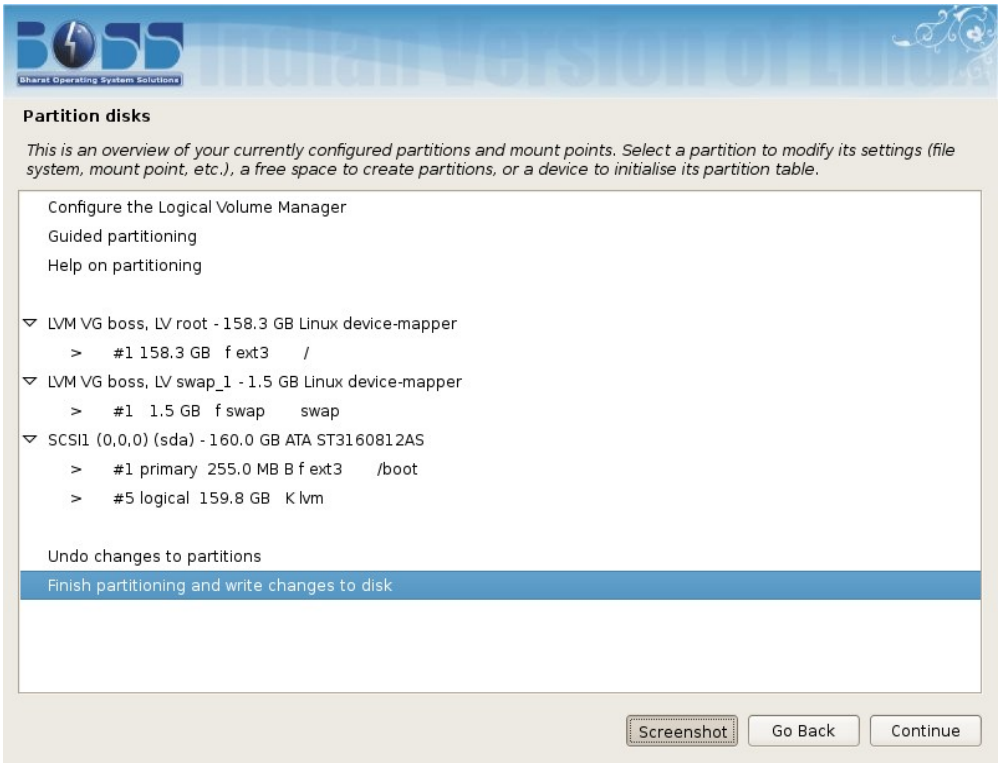

Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Configure the Logical Volume Manager
Guided partitioning
Help on partitioning
LVM VG boss, LV root - 158.3 GB Linux device-mapper
> #1 158.3 GB f ext3 /
LVM VG boss, LV swap_1 - 1.5 GB Linux device-mapper
> #1 1.5 GB f swap swap
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
> #1 primary 255.0 MB B f ext3 /boot
> #5 logical 159.8 GB K lvm
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

Figure 6.7 Finish Partitioning

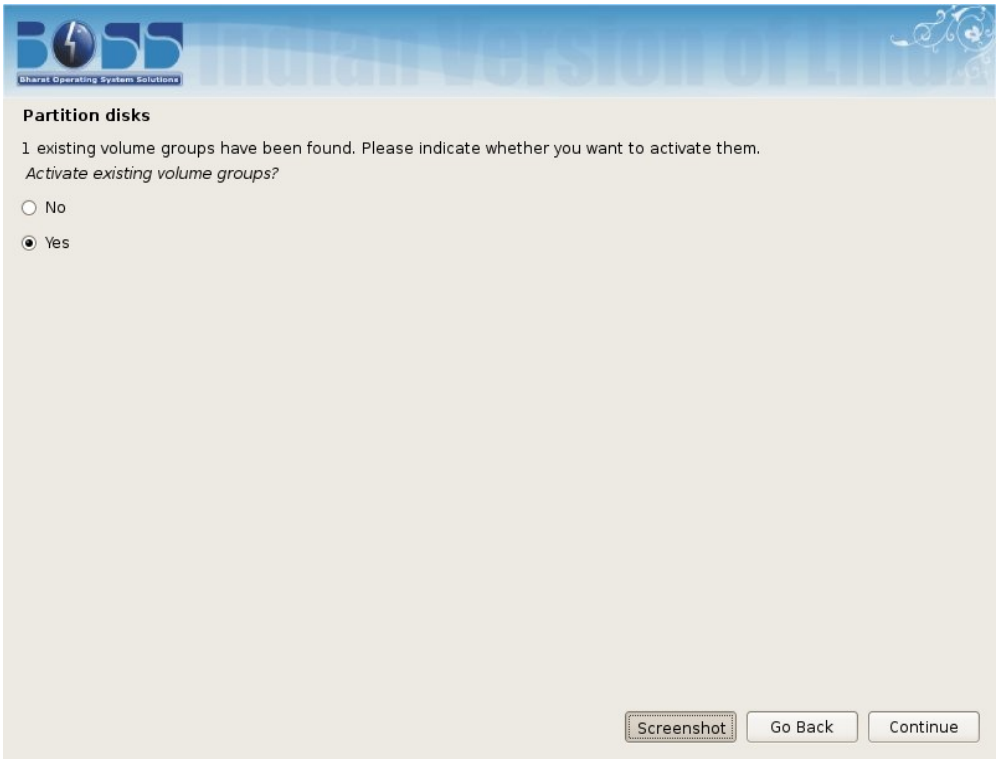


Figure 6.8 LVM Partitioning

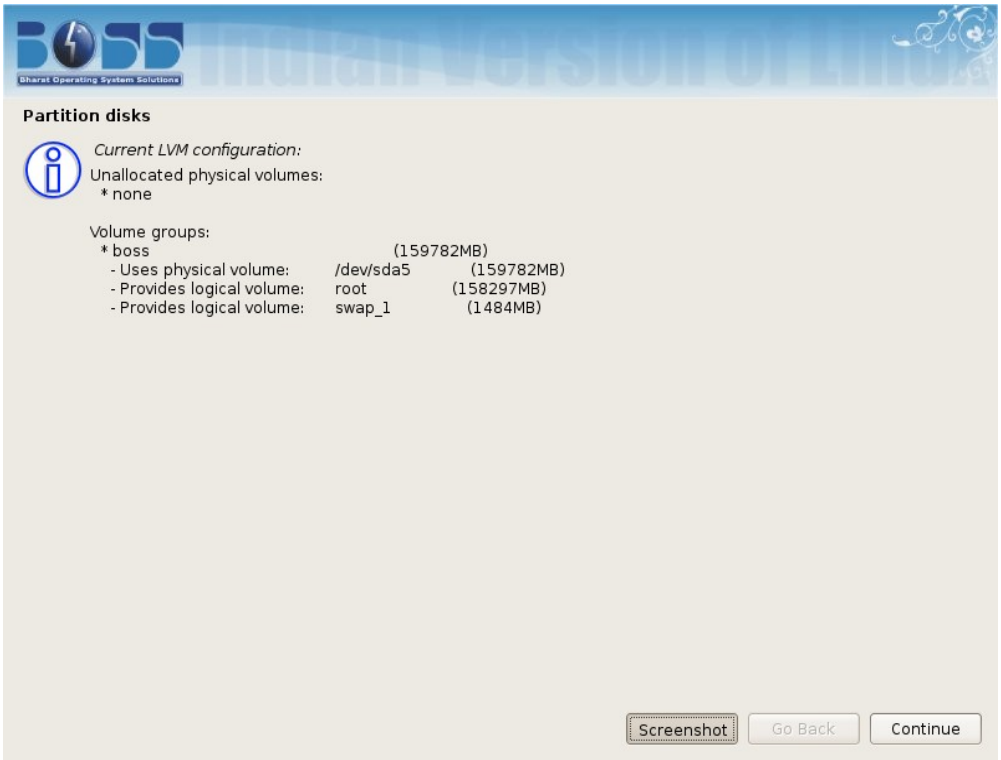


Figure 6.9 LVM Partitioning

Use Existing Hard disk Space

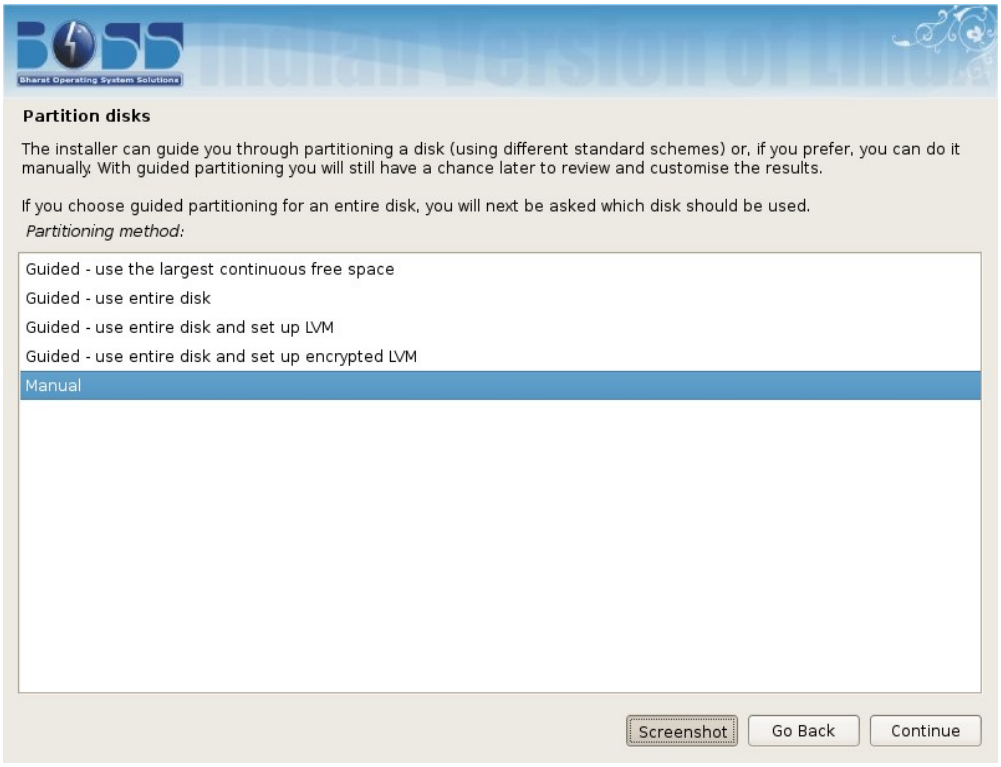
This means that you need to have an empty unpartitioned free space which is not used for any other OS like Windows or Linux. Once you select this option it will ask you for the partition space details and then format it, later the installation proceeds.

c)Manual Partitioning

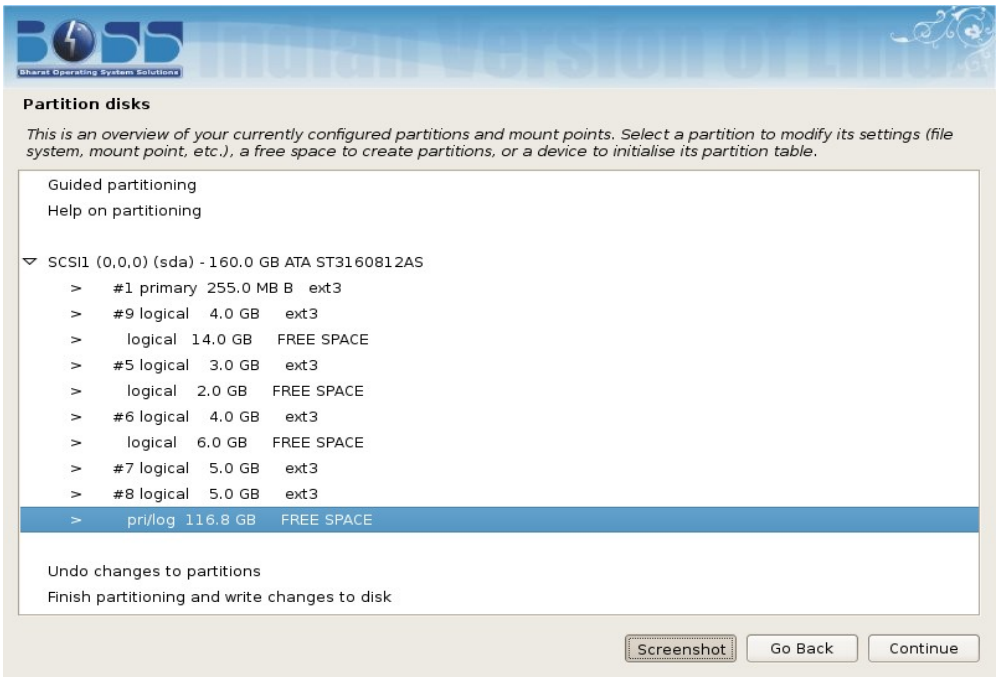
Creating a new partition

To partition manually , the following screen shots will help you setting up the partition.

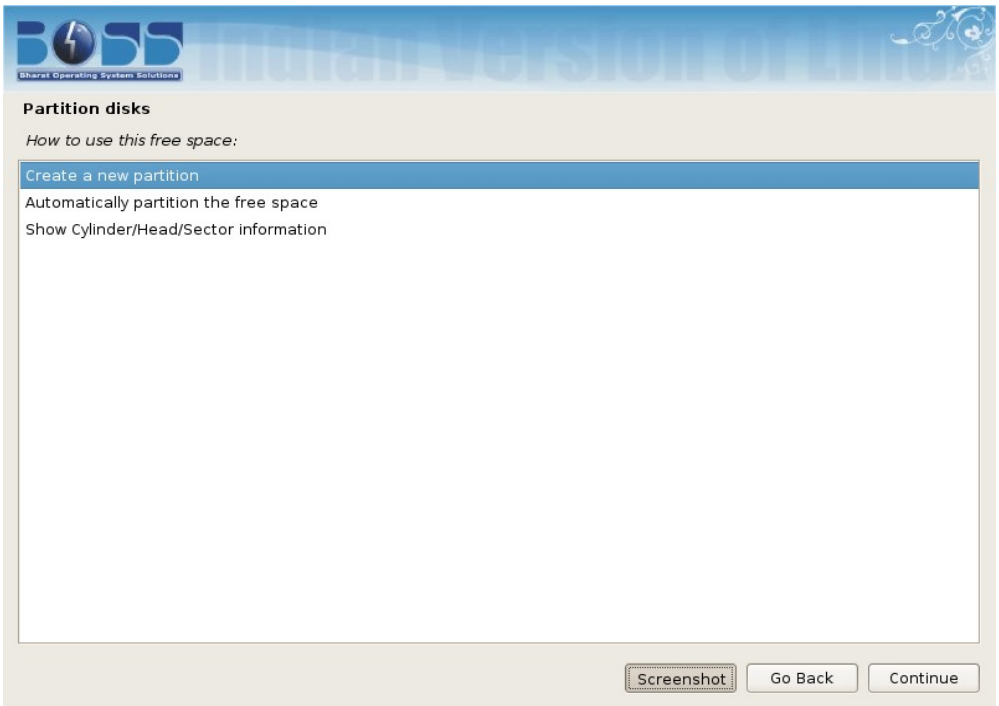
1. A screen with name “Partition disks” will be displayed. In that click “Manual” and then click “Continue.”


Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

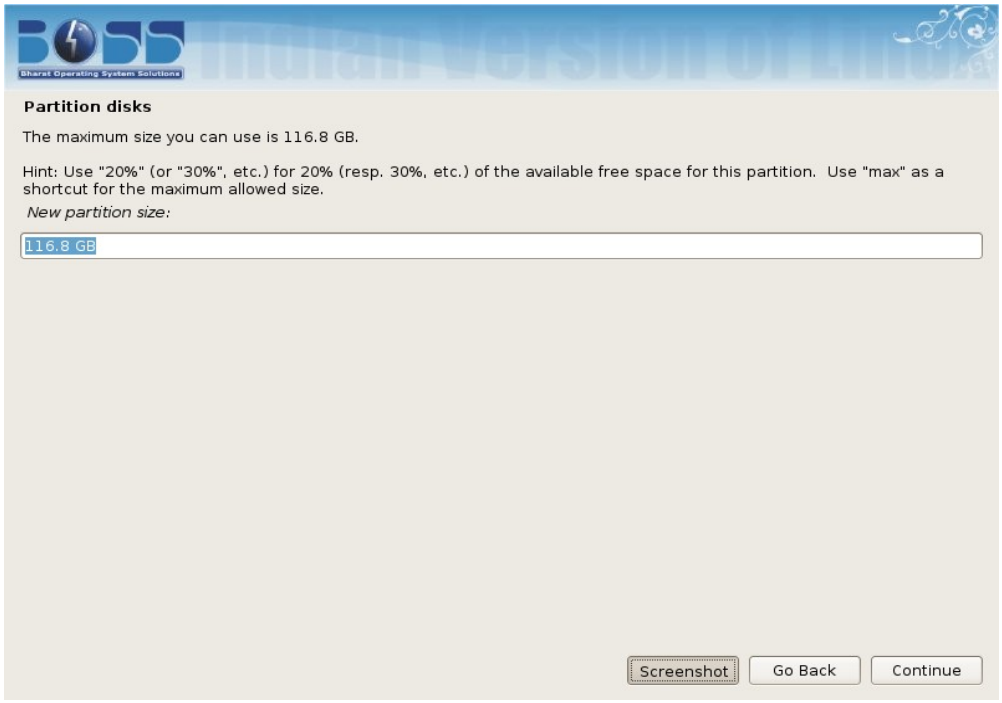
2. After clicking “Manual” a screen will be displayed which contains overview of your currently configured partitions.
   Click on free space and then click “Continue”.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 255.0 MB B ext3
#9 logical 4.0 GB ext3
logical 14.0 GB FREE SPACE
#5 logical 3.0 GB ext3
logical 2.0 GB FREE SPACE
#6 logical 4.0 GB ext3
logical 6.0 GB FREE SPACE
#7 logical 5.0 GB ext3
#8 logical 5.0 GB ext3
pri/log 116.8 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

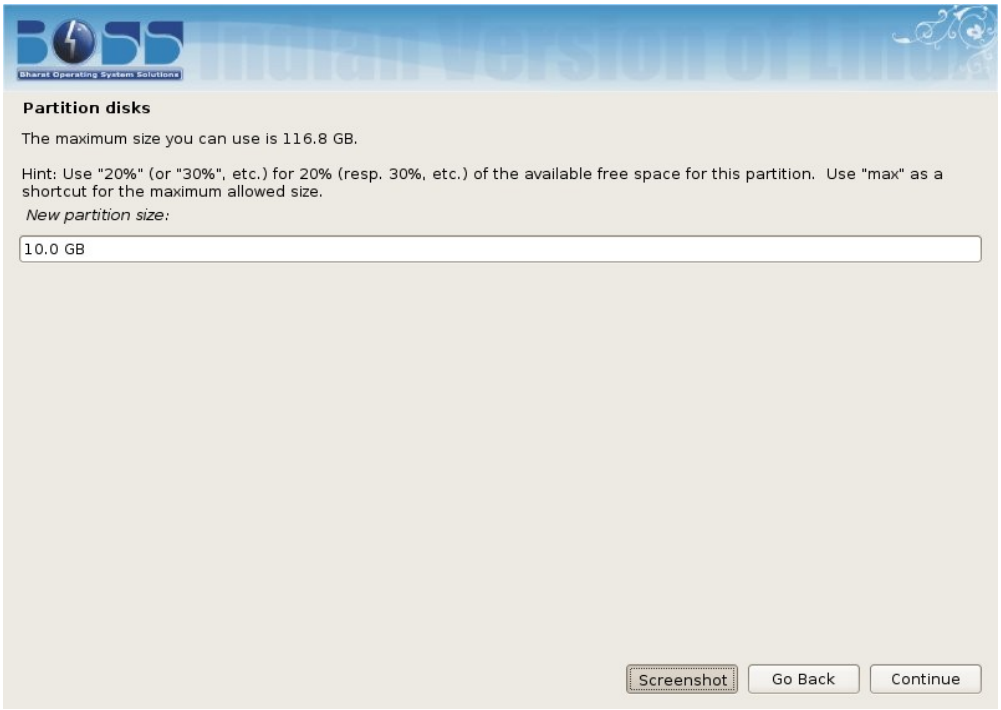
3. Create new partition for BOSS GNU/Linux by double clicking “Create a new partition”



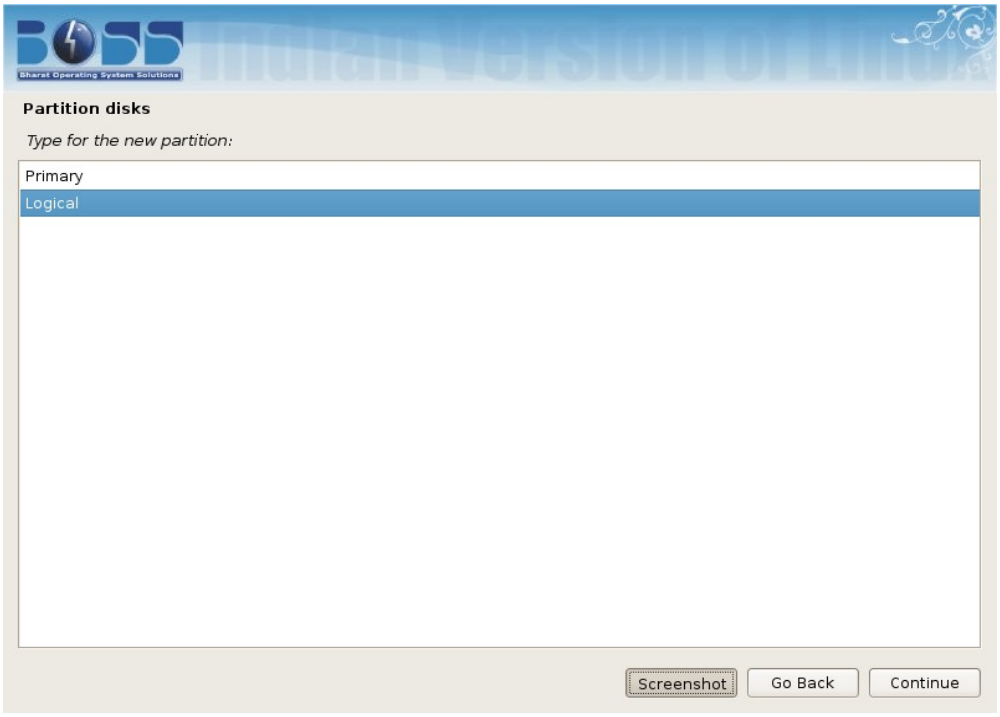
4. A screen appears showing the maximum size that can be assigned for this partition.


Partition disks
The maximum size you can use is 116.8 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
116.8 GB
Screenshot
Go Back
Continue

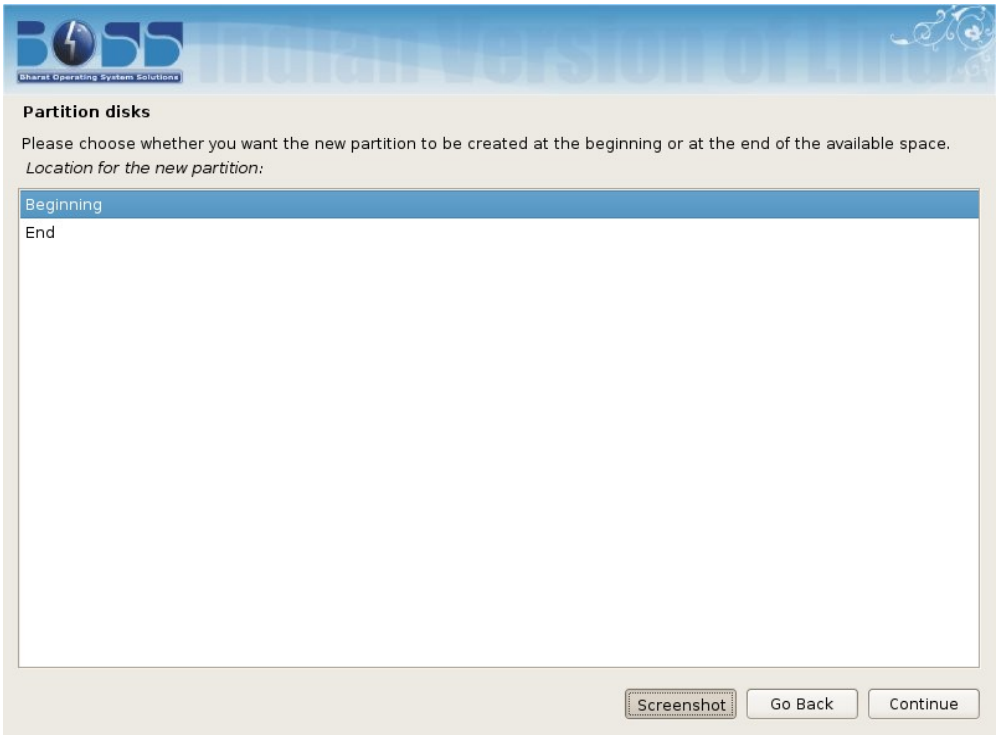
In this screen change the size to your required size. The minimum should be 2.0 GB. Then click “Continue”.


Partition disks
The maximum size you can use is 116.8 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
10.0 GB
Screenshot
Go Back
Continue

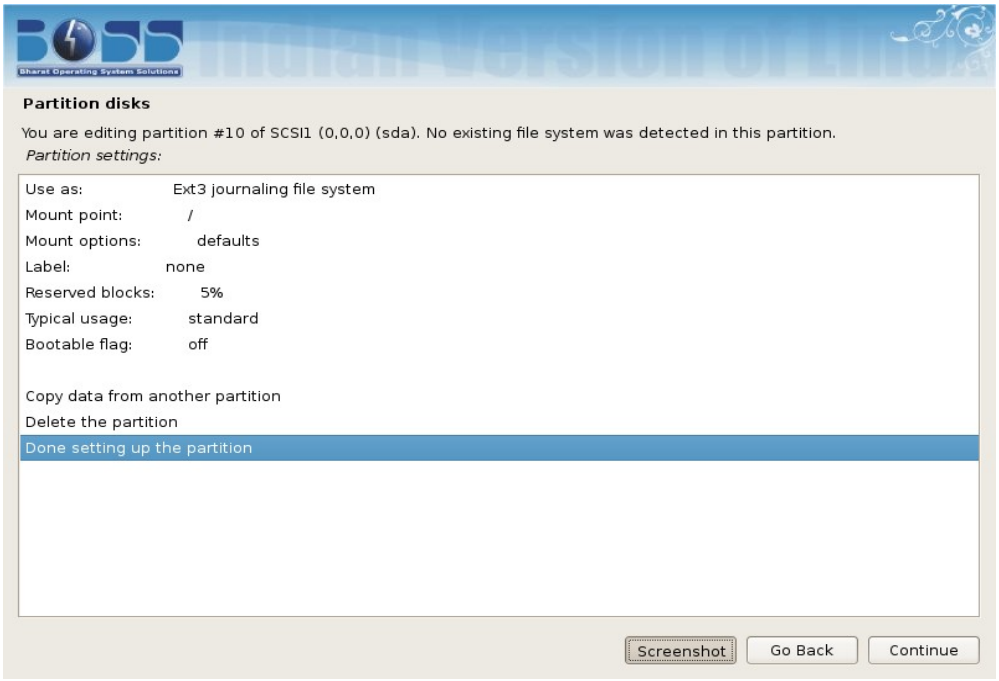
5. Select the type for the new partition.



6. Specify whether the partition should be at the beginning or at the End.

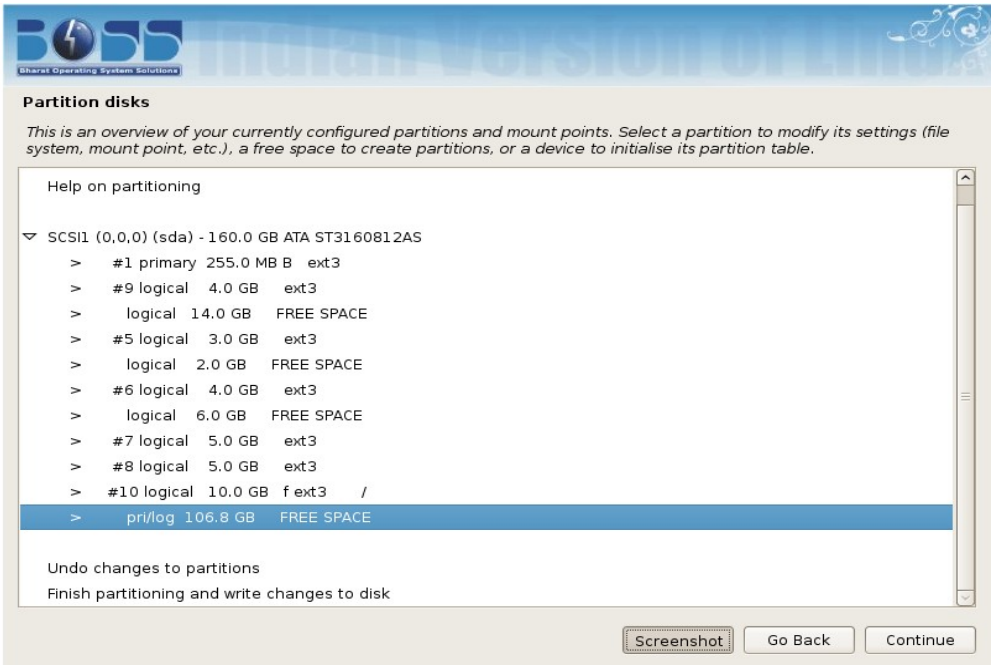

Partition disks
Please choose whether you want the new partition to be created at the beginning or at the end of the available space.
Location for the new partition:
Beginning
End
Screenshot
Go Back
Continue

7. Click “Done setting up the partition” and then click “Continue”.

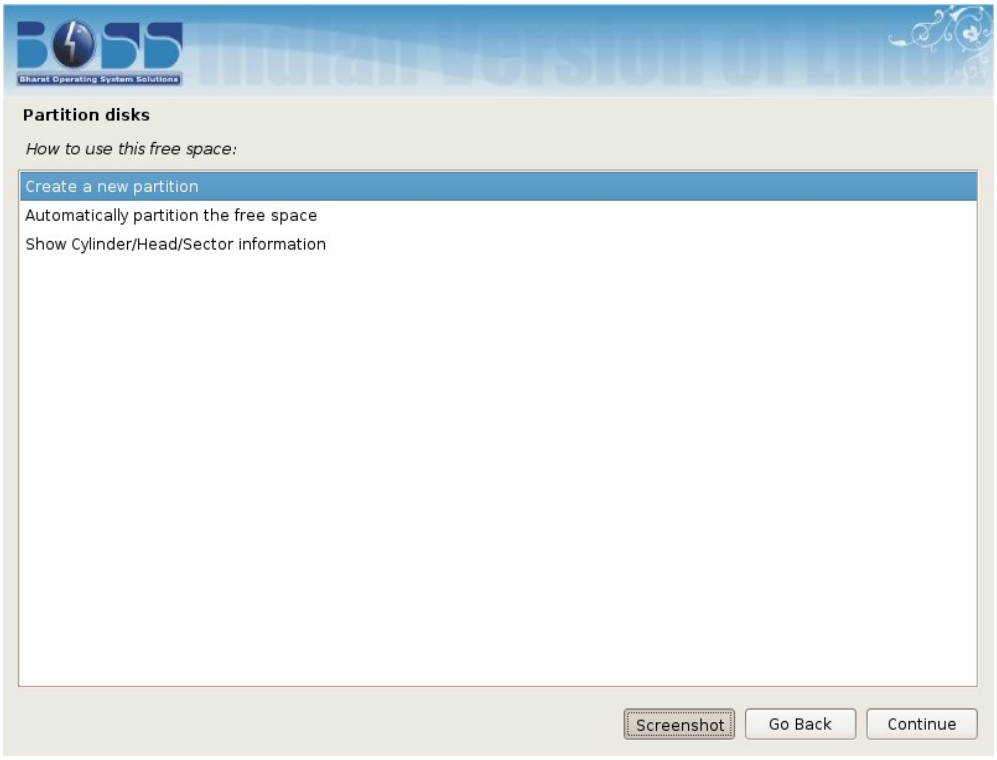


After selecting the partition for the “/”, you need to select a partition for the “swap” space. If you are already having linux installed on your system then you will be having a swap space in your system. If so no need of another swap space. The swap should be double the RAM size. If there is no swap space then create a new swap space. The screen shots are as follows:

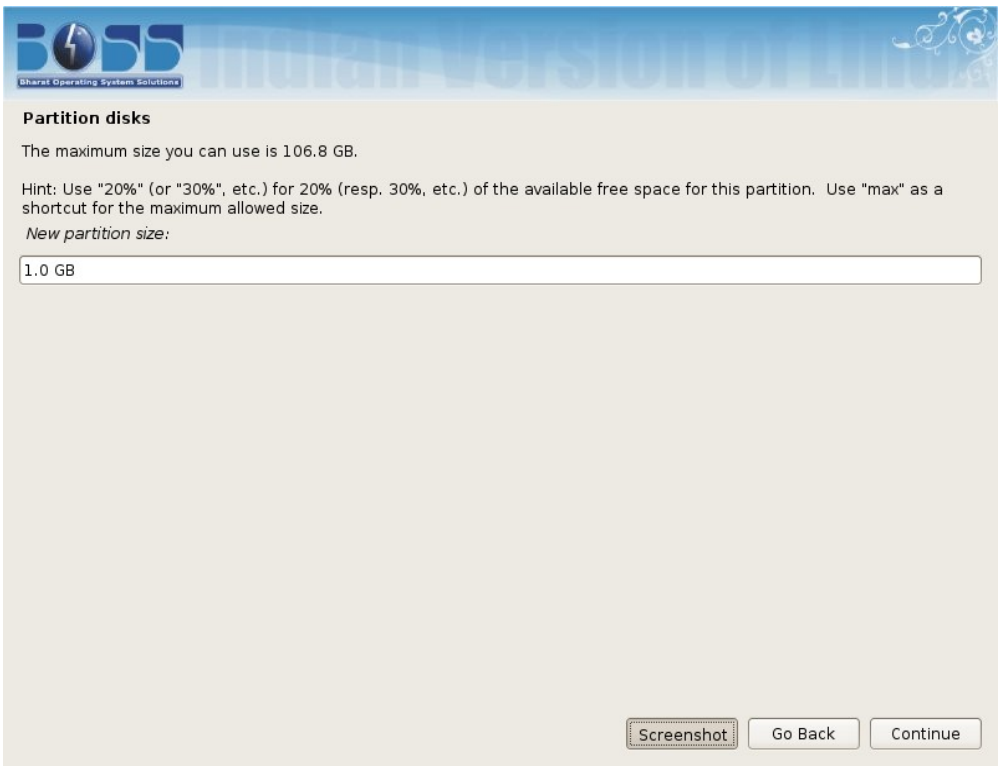
8. Create a swap area of 1GB from free space.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
> #1 primary 255.0 MB B ext3
> #9 logical 4.0 GB ext3
> logical 14.0 GB FREE SPACE
> #5 logical 3.0 GB ext3
> logical 2.0 GB FREE SPACE
> #6 logical 4.0 GB ext3
> logical 6.0 GB FREE SPACE
> #7 logical 5.0 GB ext3
> #8 logical 5.0 GB ext3
> #10 logical 10.0 GB f ext3 /
> pri/log 106.8 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

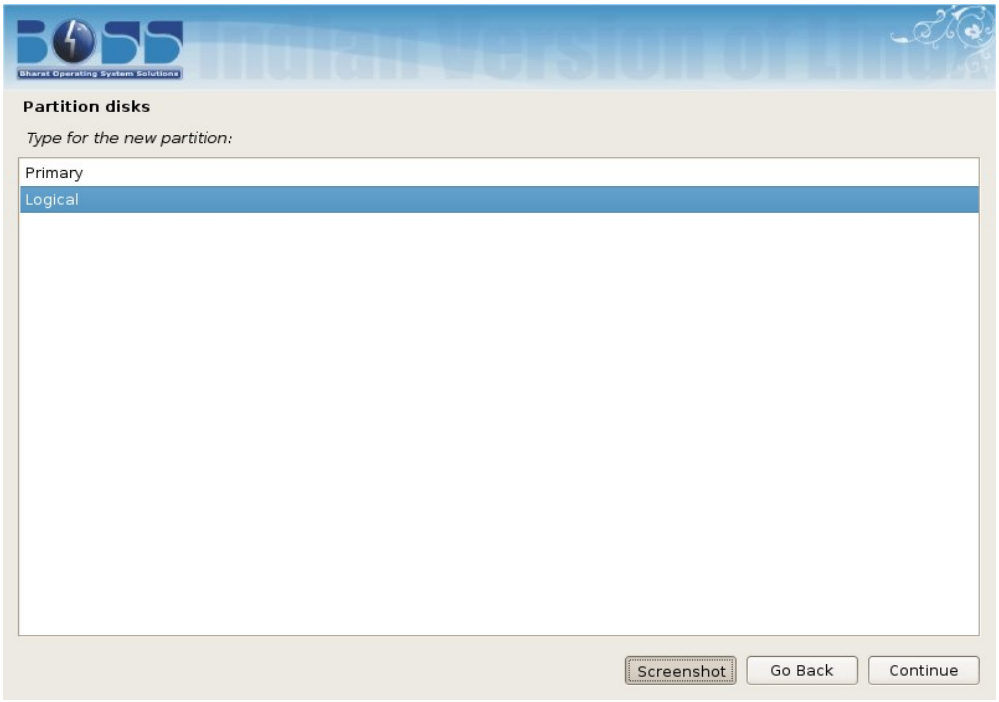
9. Click “Create a new partition” and then click “Continue”.



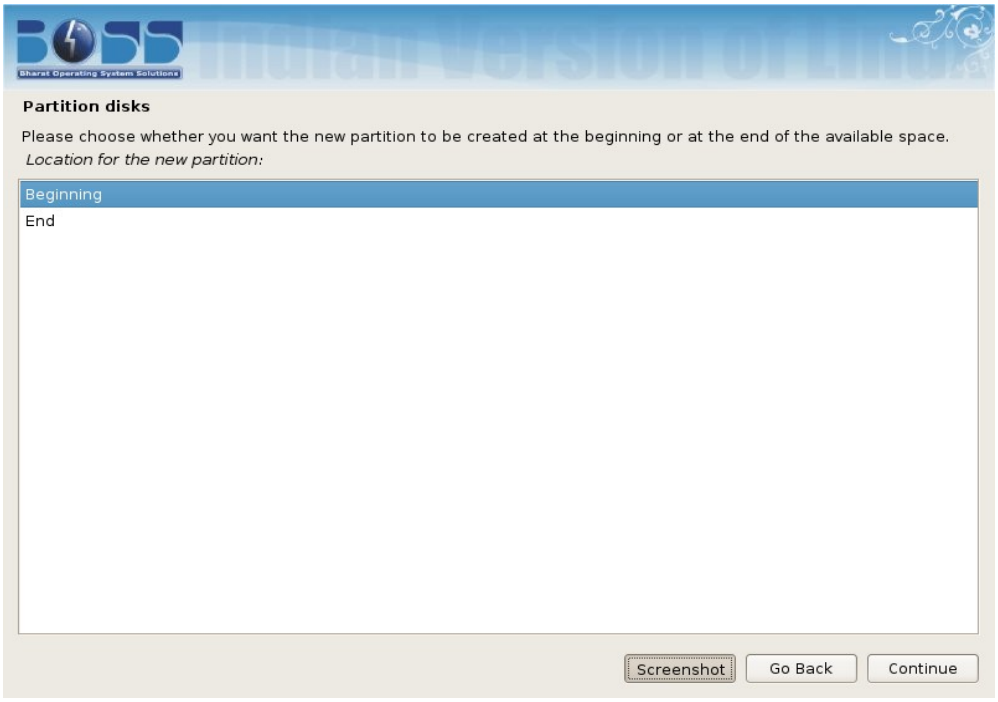
10. Specify the partition size for swap area as 1.0 GB.


Partition disks
The maximum size you can use is 106.8 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
1.0 GB
Screenshot
Go Back
Continue

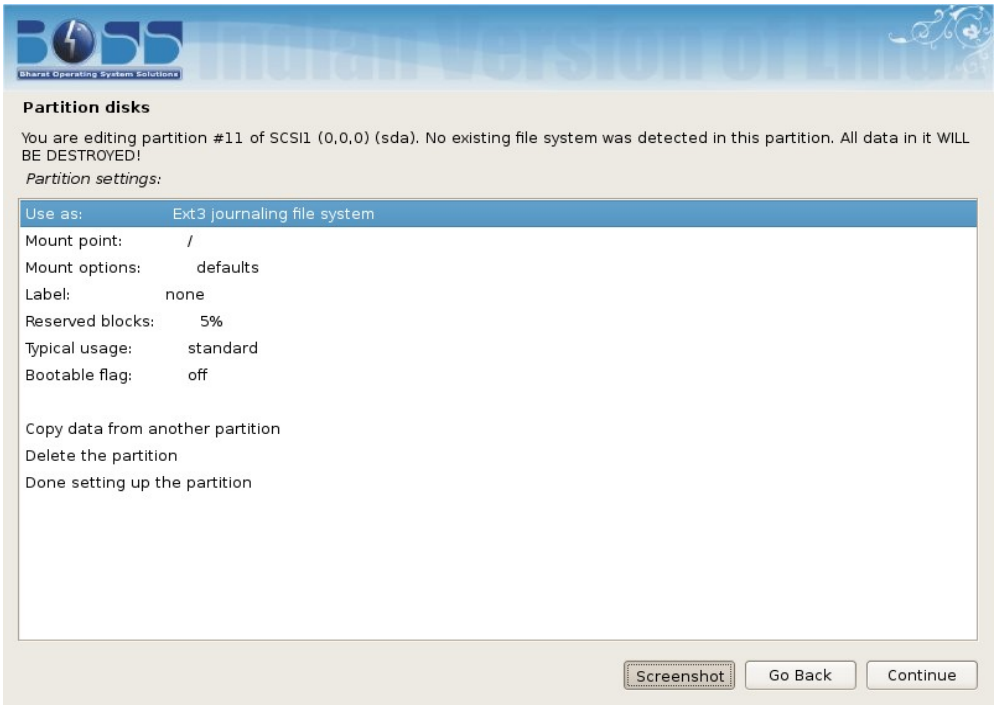
11. Select the type for the new partition.



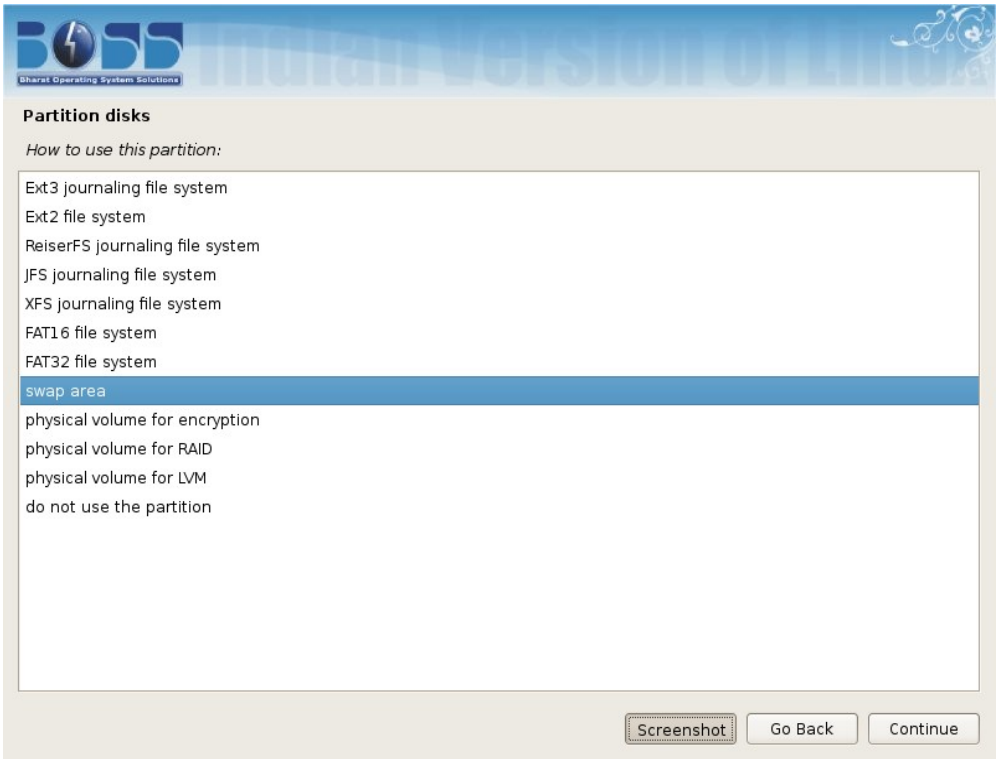
12. Specify whether the partition should be at the beginning or at the End.


Partition disks
Please choose whether you want the new partition to be created at the beginning or at the end of the available space.
Location for the new partition:
Beginning
End
Screenshot
Go Back
Continue

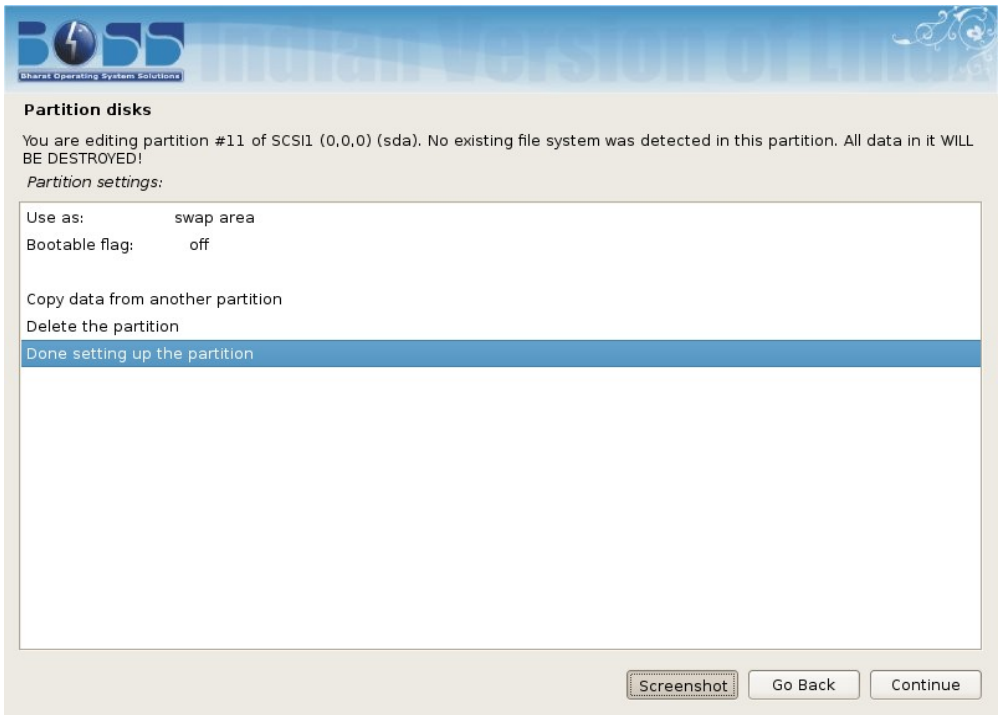
13. Change default file system ext3 to swap by double clicking “Ext3 journaling file system” in the screen shown below.


Partition disks
You are editing partition #11 of SCSI1 (0,0,0) (sda). No existing file system was detected in this partition. All data in it WILL BE DESTROYED!
Partition settings:
Use as: Ext3 journaling file system
Mount point: /
Mount options: defaults
Label: none
Reserved blocks: 5%
Typical usage: standard
Bootable flag: off
Copy data from another partition
Delete the partition
Done setting up the partition
Screenshot
Go Back
Continue

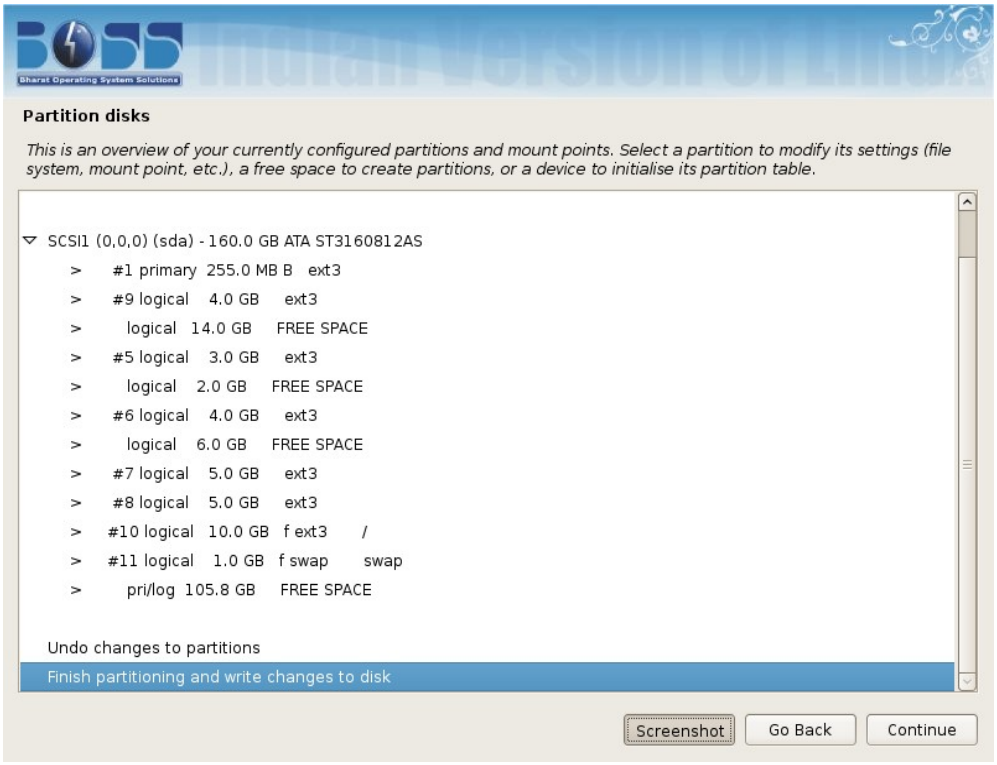
14. Double click “swap area”.



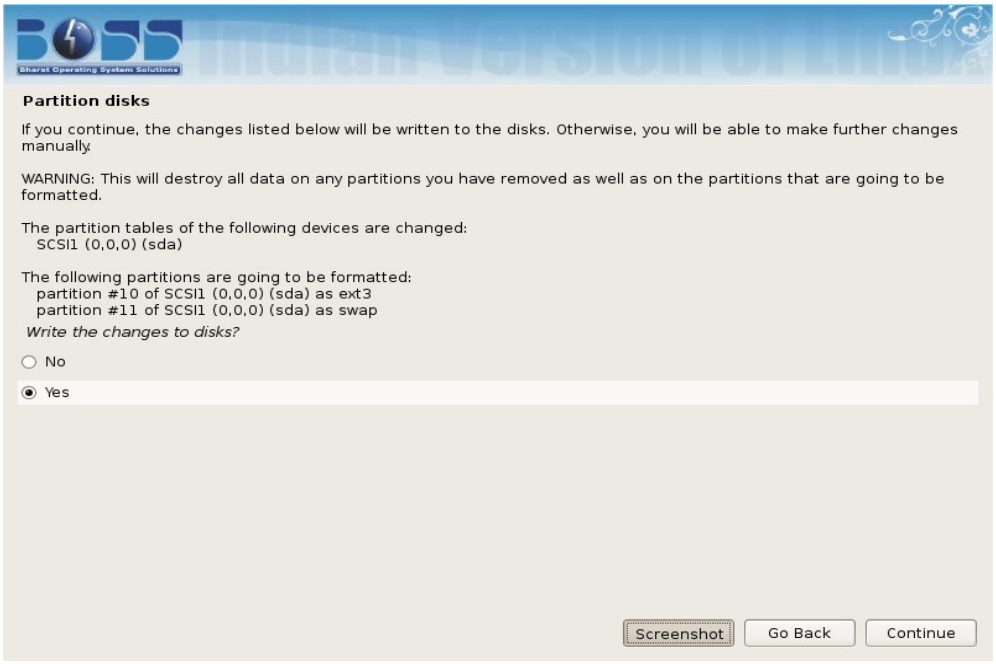
15. Creation of swap area is completed. Click “Done setting up the partition” and then click “Continue”


Partition disks
You are editing partition #11 of SCSI1 (0,0,0) (sda). No existing file system was detected in this partition. All data in it WILL BE DESTROYED!
Partition settings:
Use as: swap area
Bootable flag: off
Copy data from another partition
Delete the partition
Done setting up the partition
Screenshot
Go Back
Continue

16. Finish the partitioning process.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 255.0 MB B ext3
#9 logical 4.0 GB ext3
logical 14.0 GB FREE SPACE
#5 logical 3.0 GB ext3
logical 2.0 GB FREE SPACE
#6 logical 4.0 GB ext3
logical 6.0 GB FREE SPACE
#7 logical 5.0 GB ext3
#8 logical 5.0 GB ext3
#10 logical 10.0 GB f ext3 /
#11 logical 1.0 GB f swap swap
pri/log 105.8 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

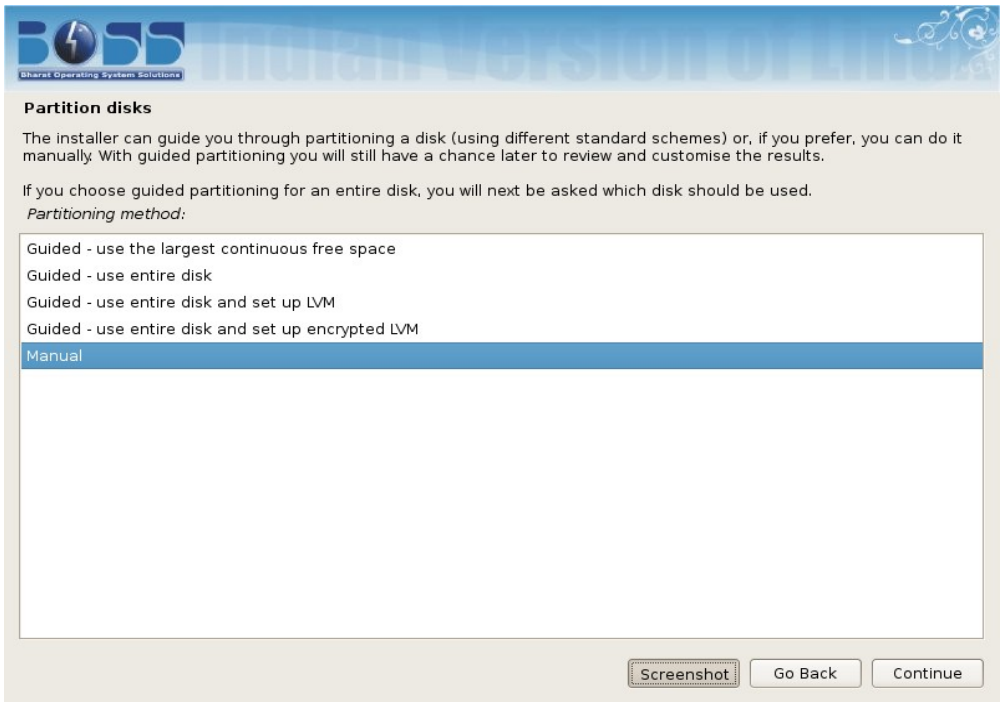
17. Write the changes to disk by clicking “Yes”.


Partition disks
If you continue, the changes listed below will be written to the disks. Otherwise, you will be able to make further changes manually.
WARNING: This will destroy all data on any partitions you have removed as well as on the partitions that are going to be formatted.
The partition tables of the following devices are changed:
SCSI1 (0,0,0) (sda)
The following partitions are going to be formatted:
partition #10 of SCSI1 (0,0,0) (sda) as ext3
partition #11 of SCSI1 (0,0,0) (sda) as swap
Write the changes to disks?
No
Yes
Screenshot
Go Back
Continue

Deleting the hard disk partition

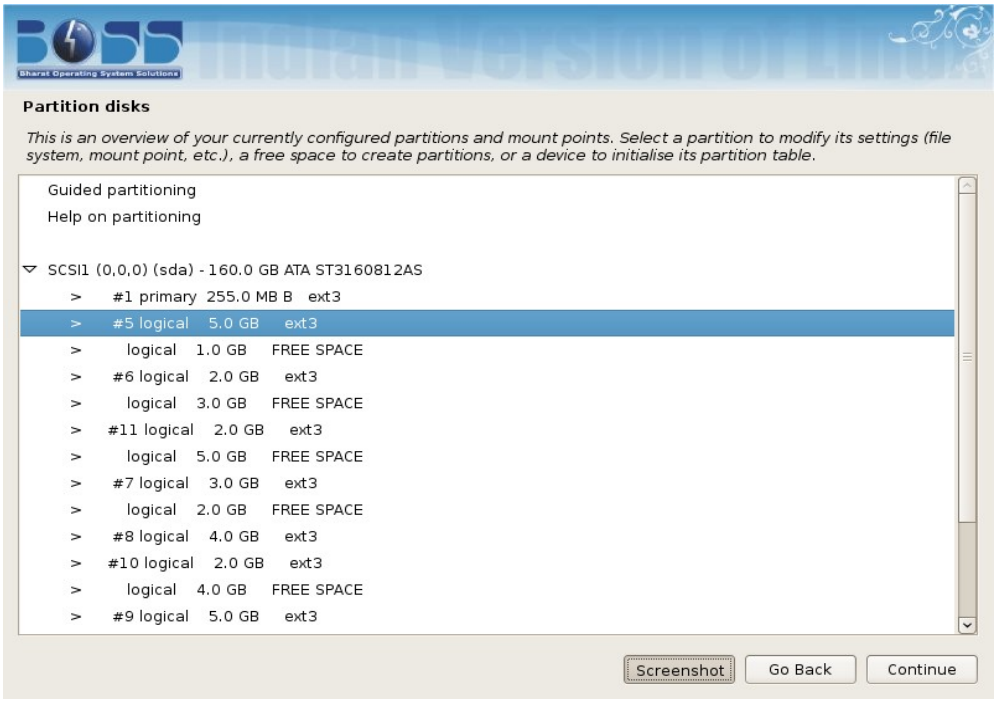
To partition manually , the following screen shots will help you setting up the partitioning separately for “/” and “swap”.

1. A screen with name “Partition disks” will be displayed. In that click on “Manual” and then click on “Continue.”

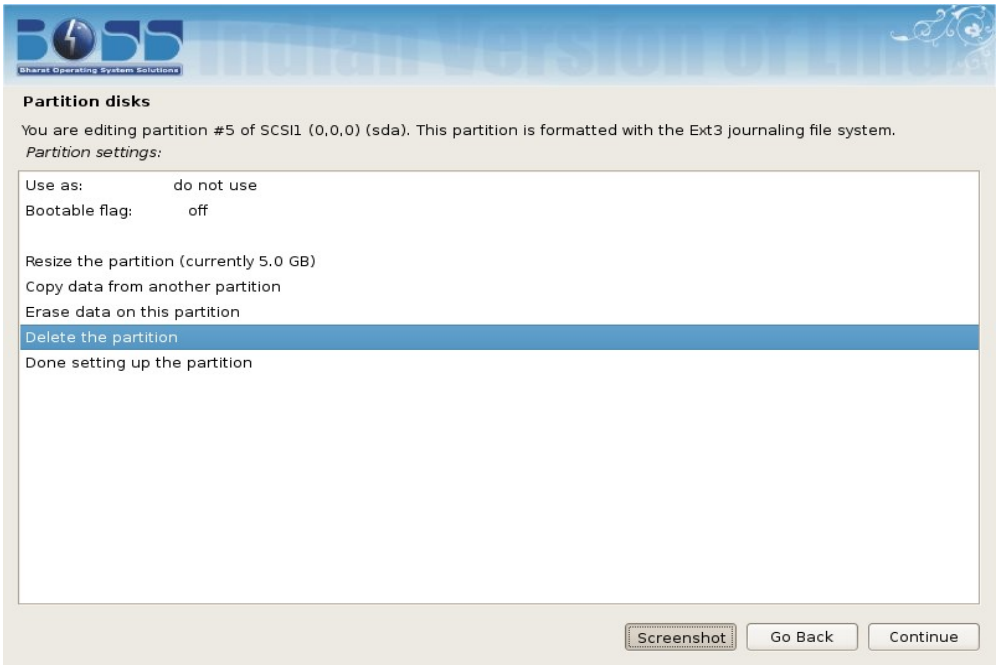

Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

2. After clicking “Manual” a screen will be displayed which contains overview of your currently configured partitions and mount points.

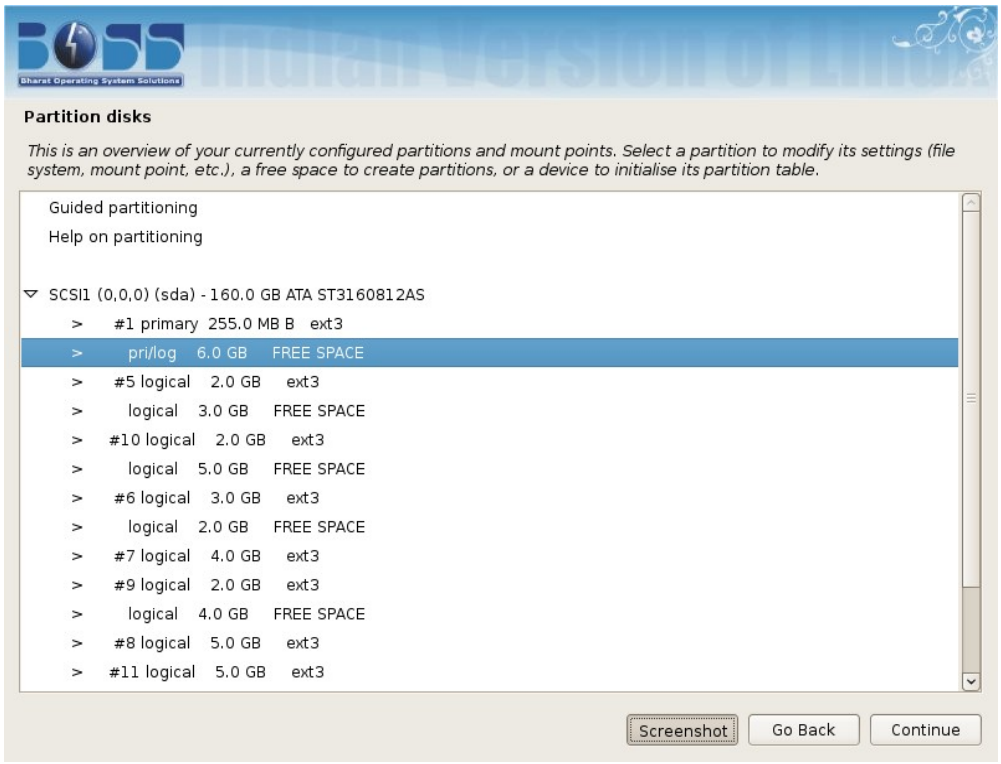
   Then click on partition which you want to delete and then click “Continue”.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 255.0 MB B ext3
#5 logical 5.0 GB ext3
logical 1.0 GB FREE SPACE
#6 logical 2.0 GB ext3
logical 3.0 GB FREE SPACE
#11 logical 2.0 GB ext3
logical 5.0 GB FREE SPACE
#7 logical 3.0 GB ext3
logical 2.0 GB FREE SPACE
#8 logical 4.0 GB ext3
#10 logical 2.0 GB ext3
logical 4.0 GB FREE SPACE
#9 logical 5.0 GB ext3
Screenshot
Go Back
Continue

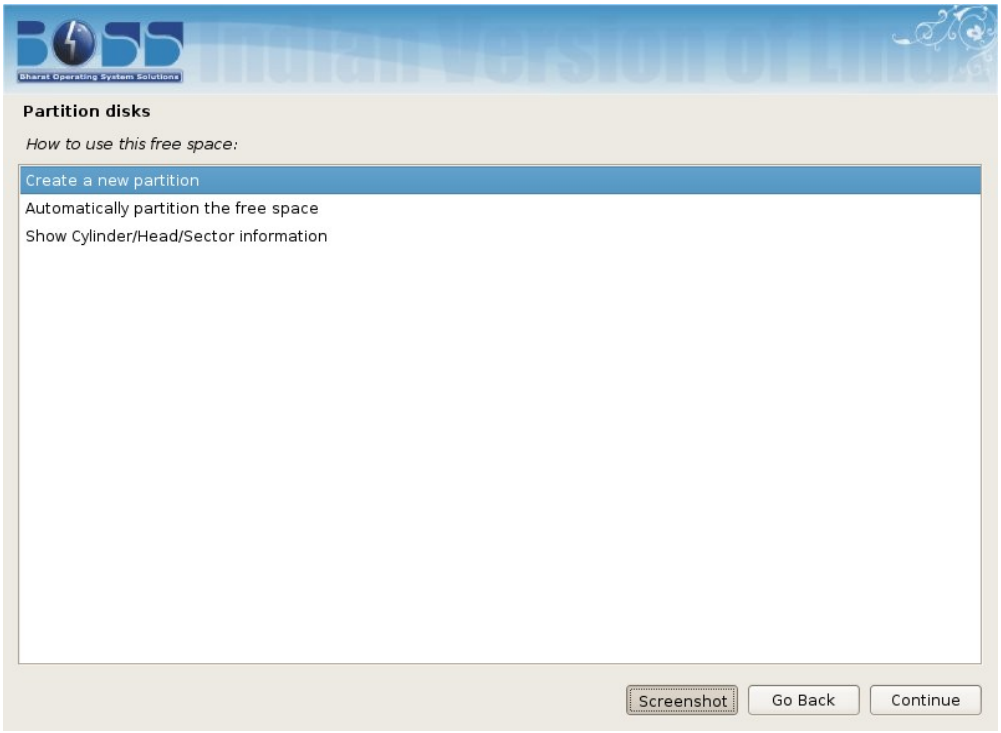
3. Click on “Delete the partition” and then click “Continue”.


Partition disks
You are editing partition #5 of SCSI1 (0,0,0) (sda). This partition is formatted with the Ext3 journaling file system.
Partition settings:
Use as: do not use
Bootable flag: off
Resize the partition (currently 5.0 GB)
Copy data from another partition
Erase data on this partition
Delete the partition
Done setting up the partition
Screenshot
Go Back
Continue

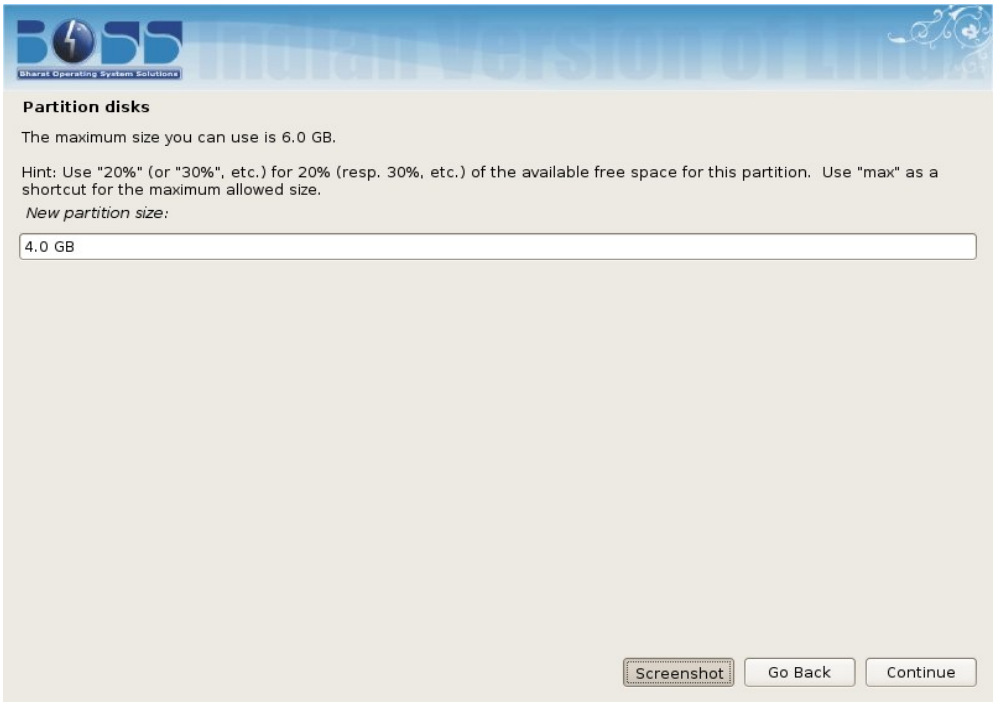
4. Once that partition is deleted you will get some free space.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 255.0 MB B ext3
pri/log 6.0 GB FREE SPACE
#5 logical 2.0 GB ext3
logical 3.0 GB FREE SPACE
#10 logical 2.0 GB ext3
logical 5.0 GB FREE SPACE
#6 logical 3.0 GB ext3
logical 2.0 GB FREE SPACE
#7 logical 4.0 GB ext3
#9 logical 2.0 GB ext3
logical 4.0 GB FREE SPACE
#8 logical 5.0 GB ext3
#11 logical 5.0 GB ext3
Screenshot
Go Back
Continue

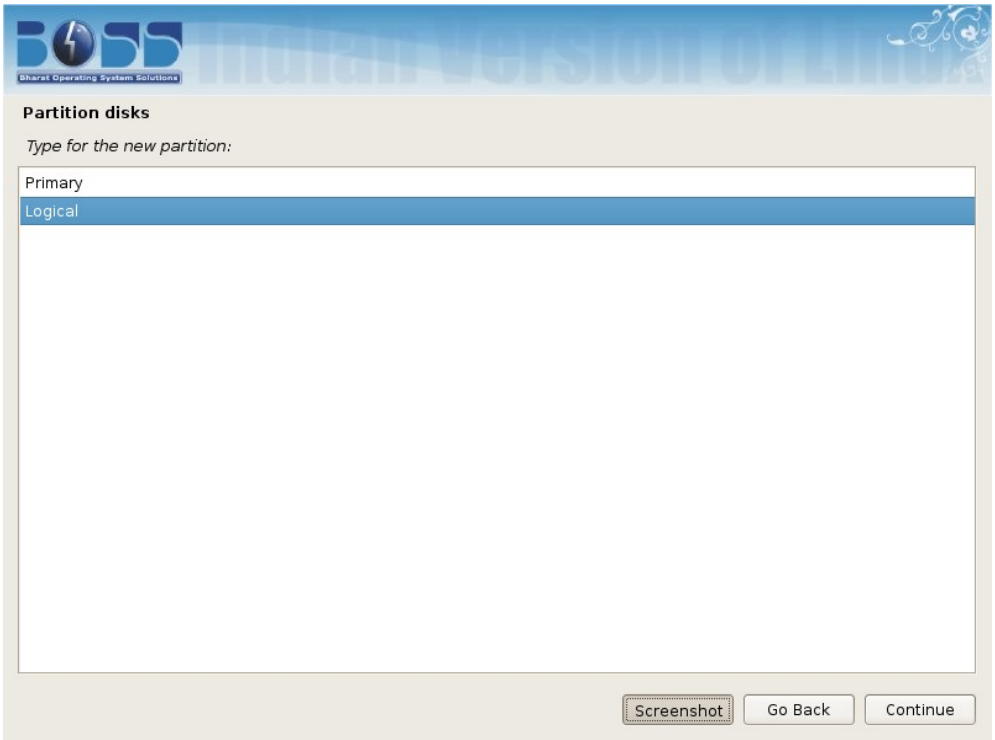
5. To create a new partition using that free space double-click on “Create a new partition”.



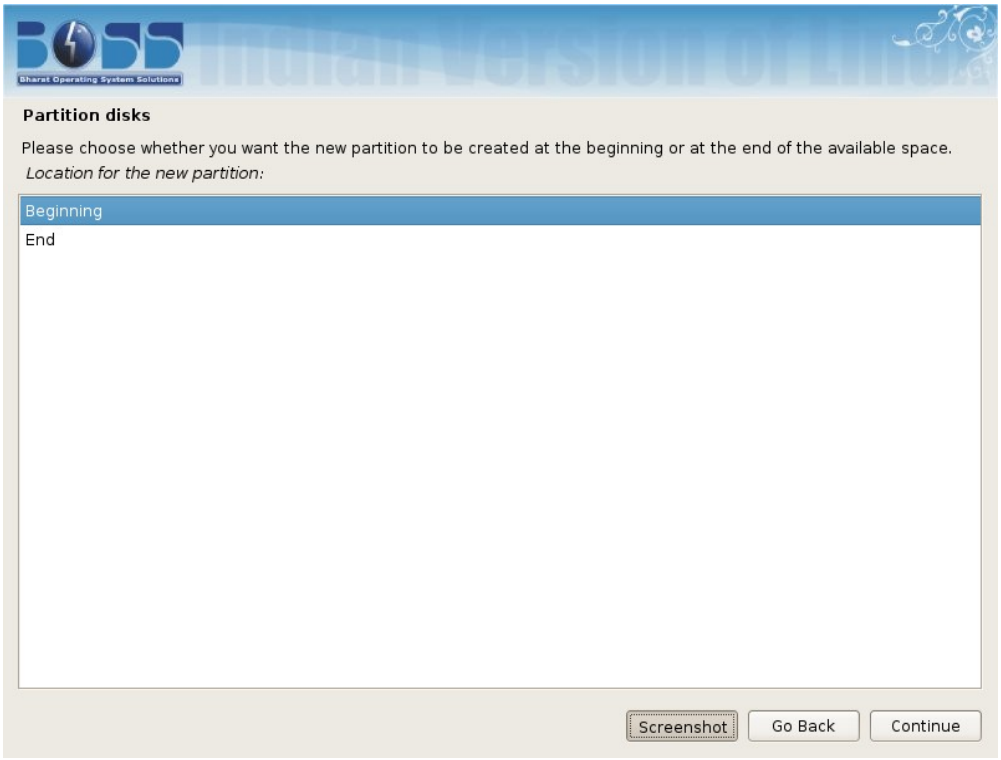
6. In the next screen specify the new partition size. The minimum size should be 2.0GB.


Partition disks
The maximum size you can use is 6.0 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
4.0 GB
Screenshot
Go Back
Continue

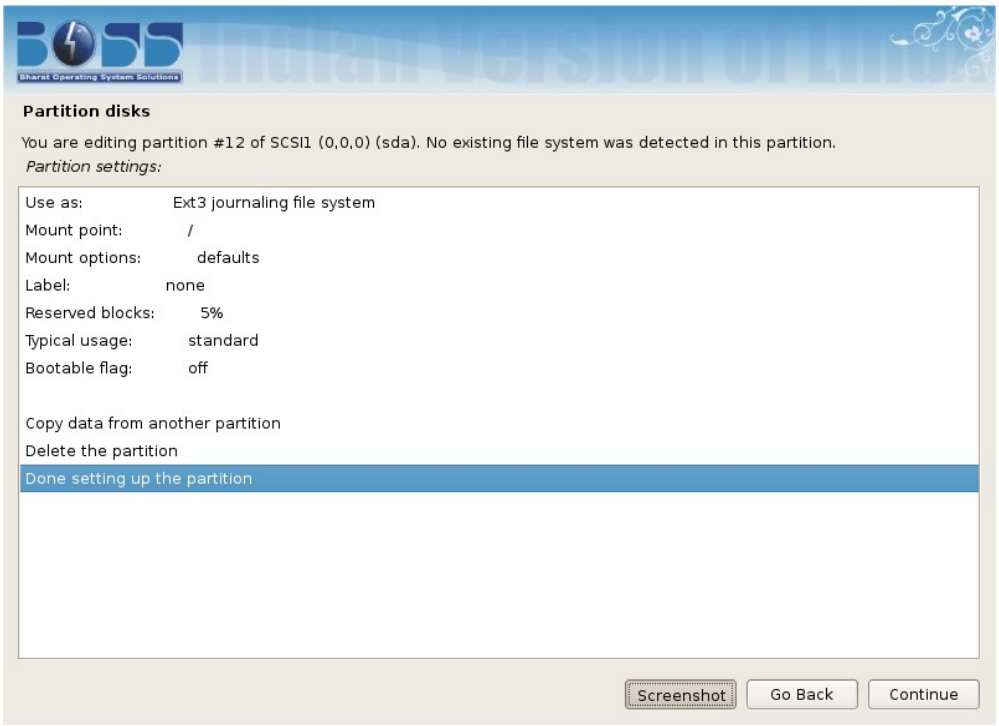
7. Select the type for the new partition.



8. Specify whether the partition should be at the beginning or at the End.

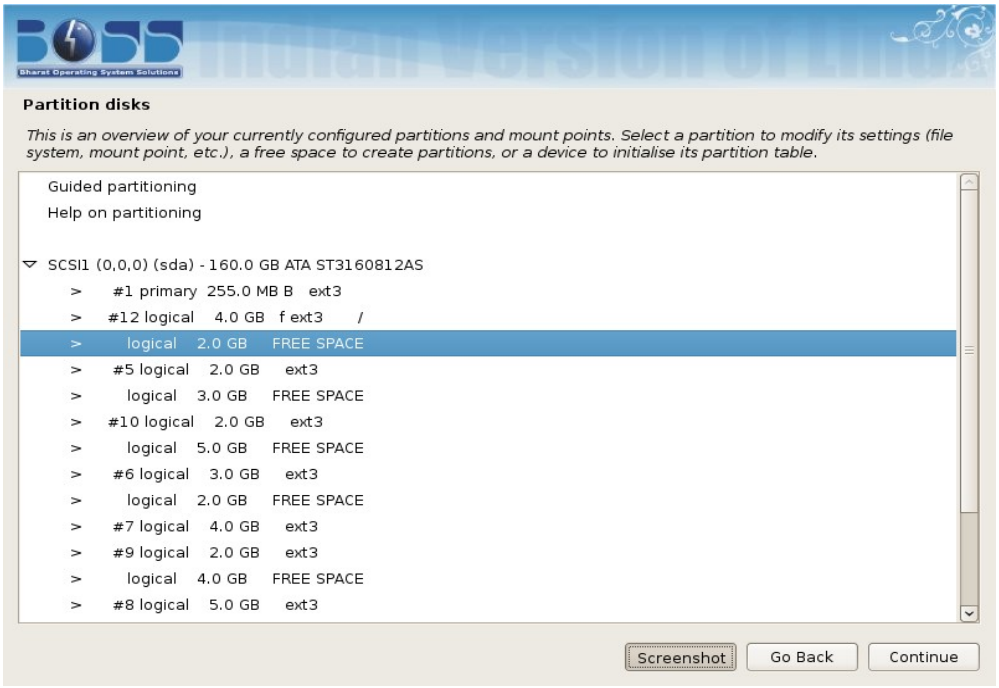

Partition disks
Please choose whether you want the new partition to be created at the beginning or at the end of the available space.
Location for the new partition:
Beginning
End
Screenshot
Go Back
Continue

9. Click “Done setting up the partition” and then click “Continue”.

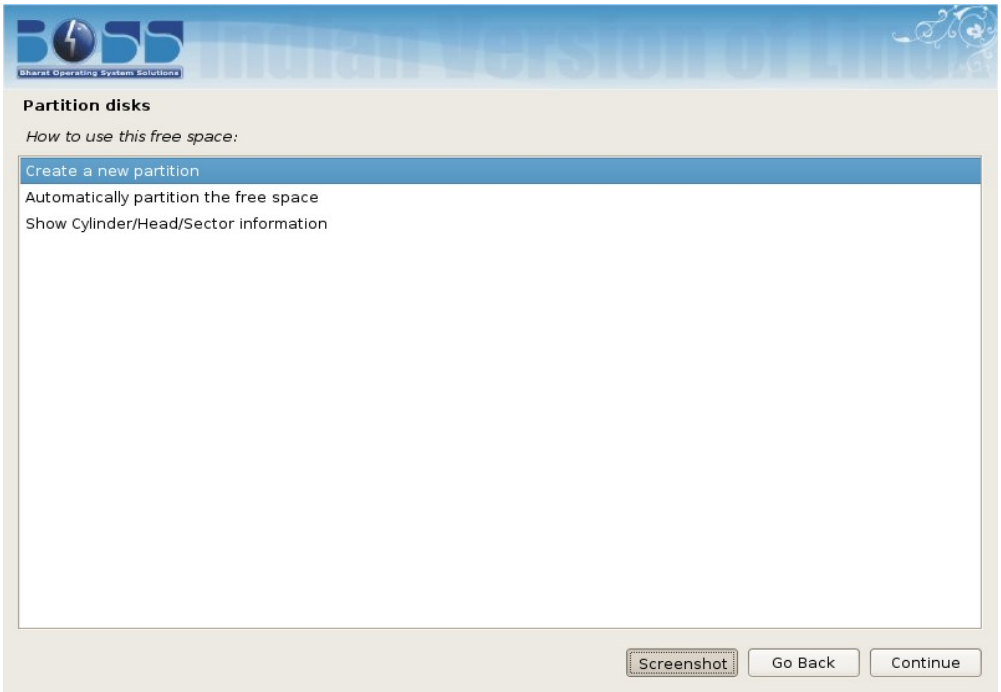


After selecting the partition for the “/”, you need to select a partition for the “swap” space. If you are already having linux installed on your system then you will be having a swap space in your system. If so no need of another swap space. The swap should be double the RAM size. If there is no swap then create a new swap space. The screen shots are as follows:

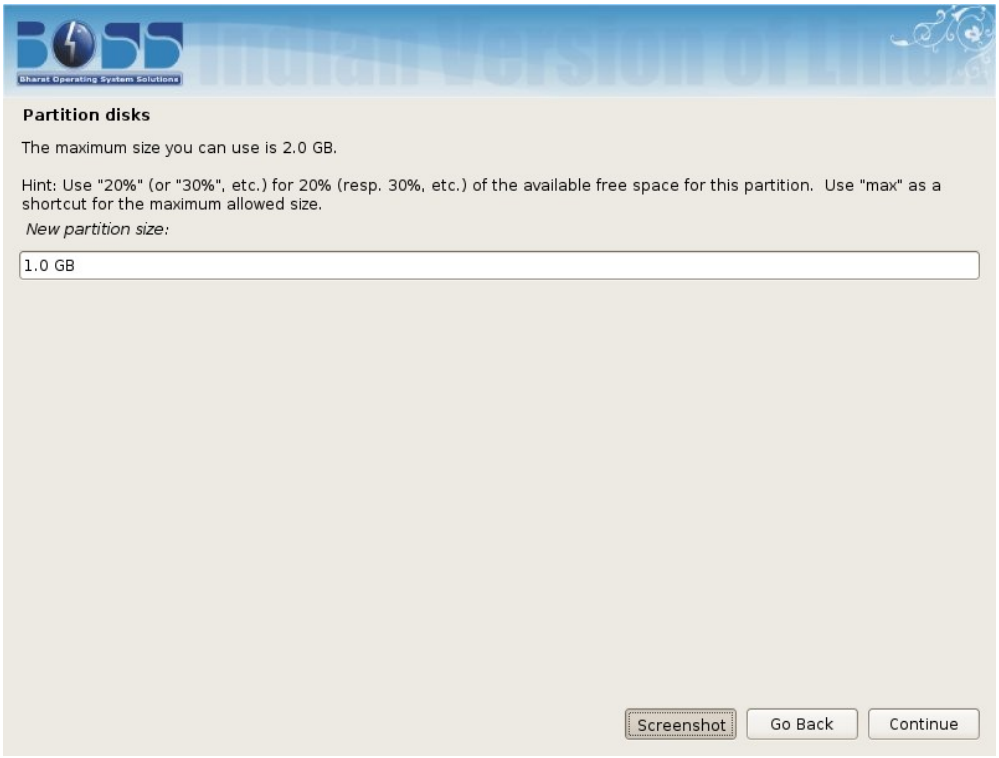
10. Create swap area of 1GB from free space


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 255.0 MB B ext3
#12 logical 4.0 GB f ext3 /
logical 2.0 GB FREE SPACE
#5 logical 2.0 GB ext3
logical 3.0 GB FREE SPACE
#10 logical 2.0 GB ext3
logical 5.0 GB FREE SPACE
#6 logical 3.0 GB ext3
logical 2.0 GB FREE SPACE
#7 logical 4.0 GB ext3
#9 logical 2.0 GB ext3
logical 4.0 GB FREE SPACE
#8 logical 5.0 GB ext3
Screenshot
Go Back
Continue

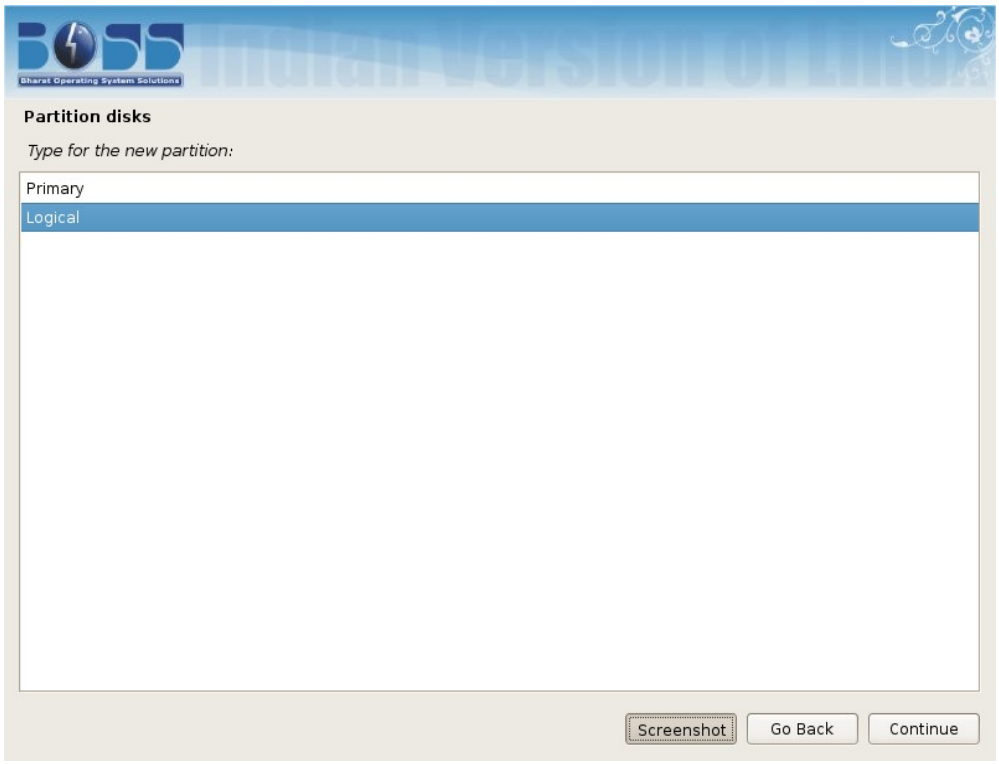
11. Create new swap area by double clicking “Create a new partition”.



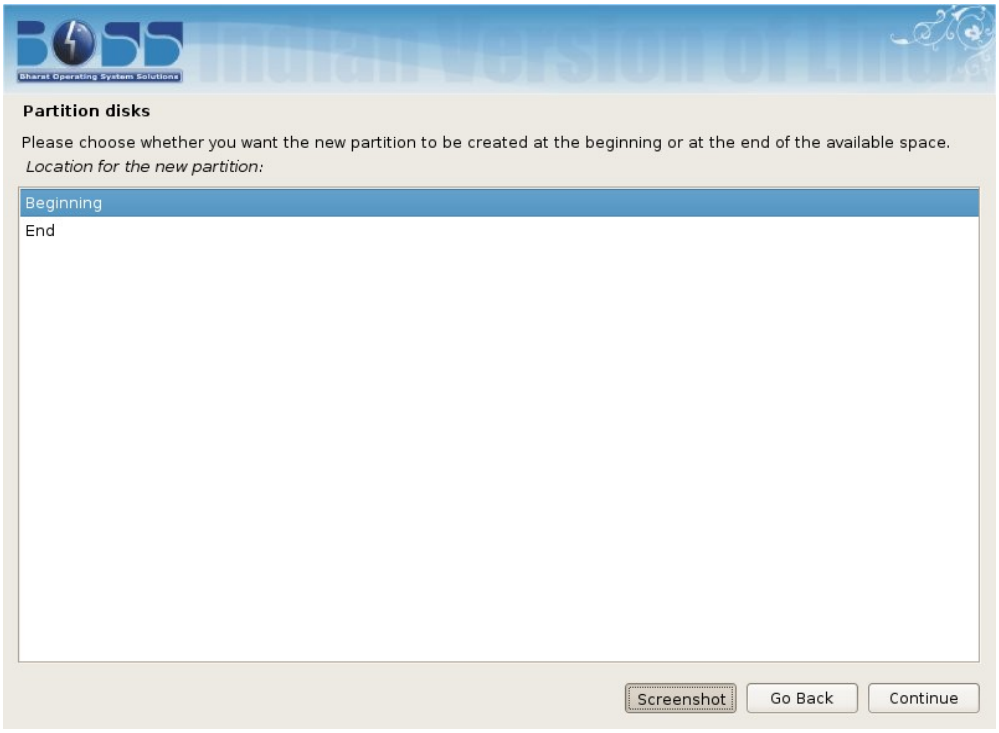
12. Specify the partition size for swap area as 1.0 GB.


Partition disks
The maximum size you can use is 2.0 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
1.0 GB
Screenshot
Go Back
Continue

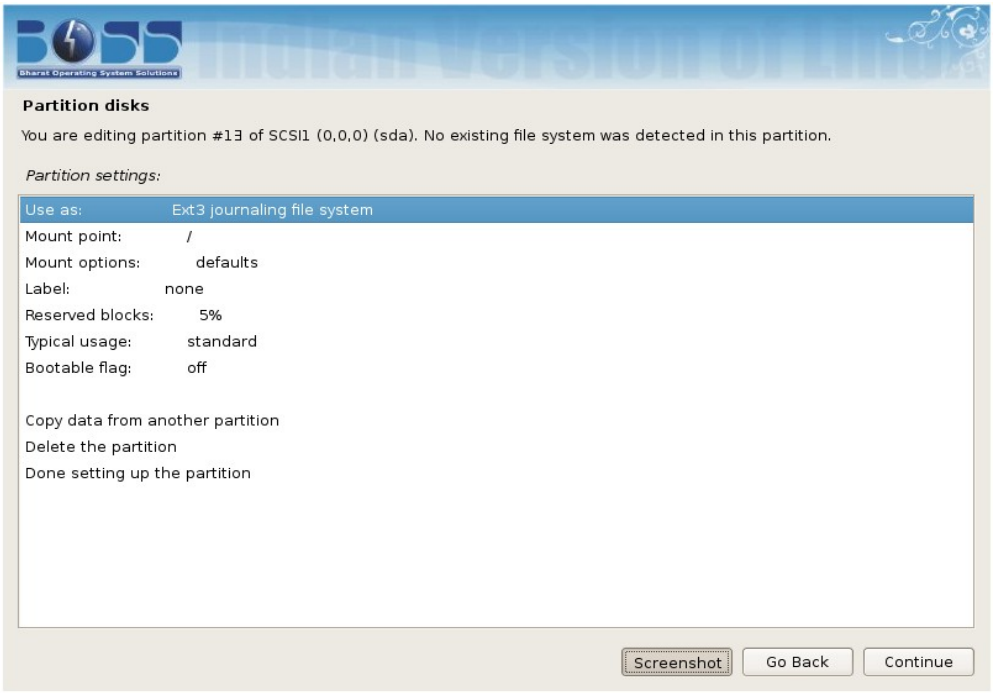
13. Select the type for the new partition.



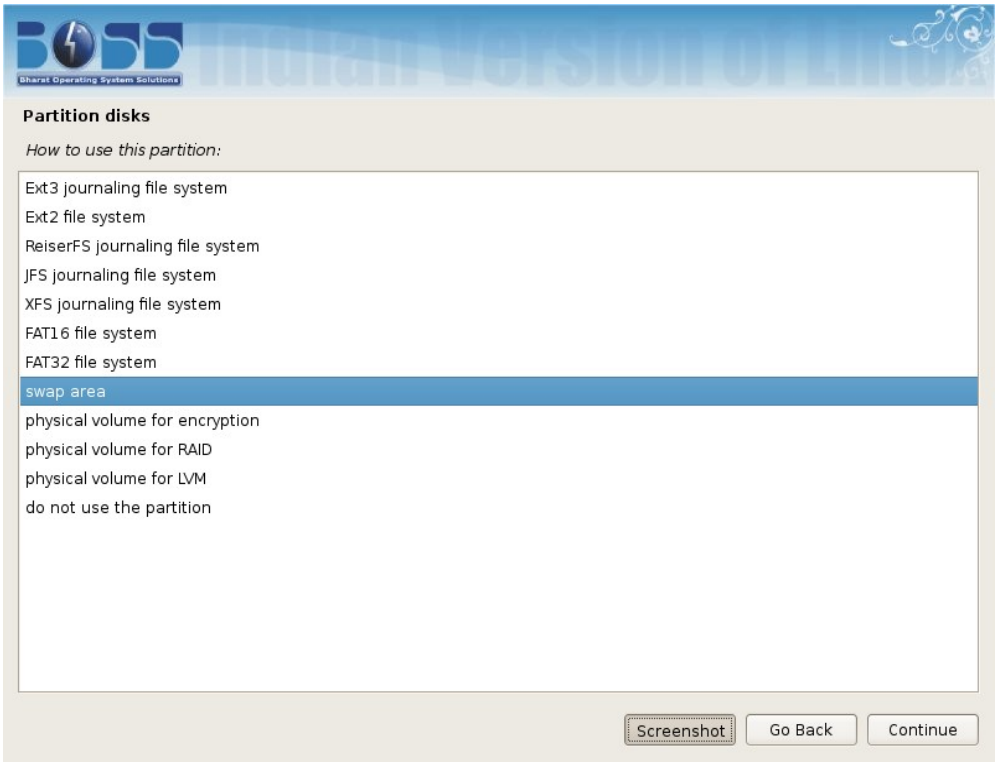
14. Specify whether the partition should be at the beginning or at the End.


Partition disks
Please choose whether you want the new partition to be created at the beginning or at the end of the available space.
Location for the new partition:
Beginning
End
Screenshot
Go Back
Continue

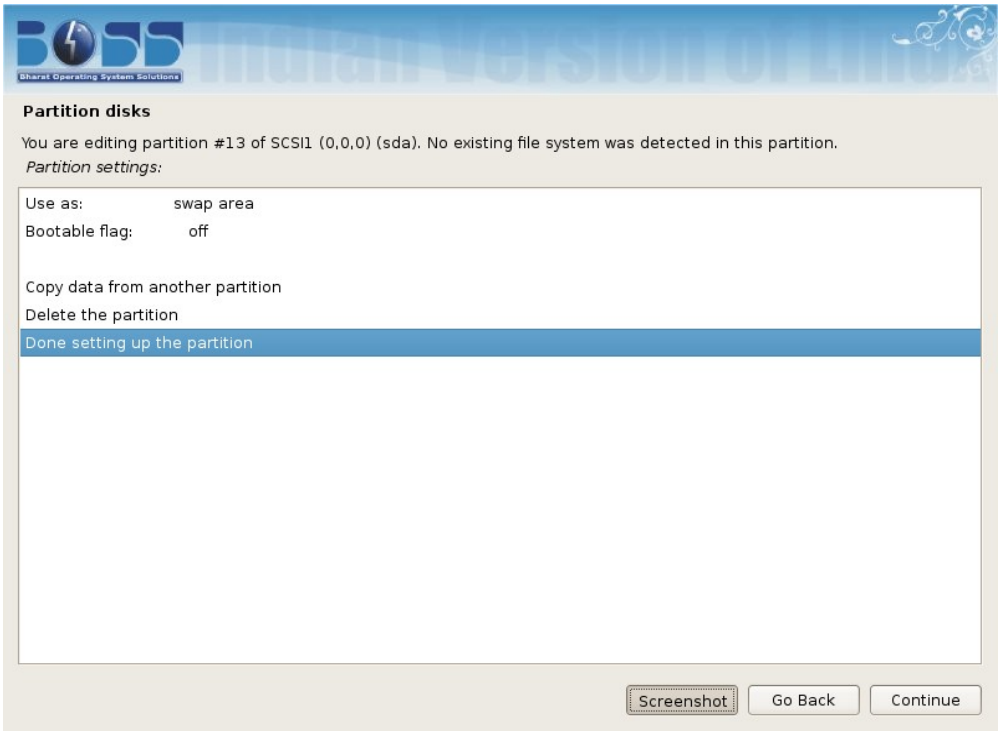
15. Change default file system ext3 to swap by double clicking “Ext3 journaling file system” in the screen shown below.



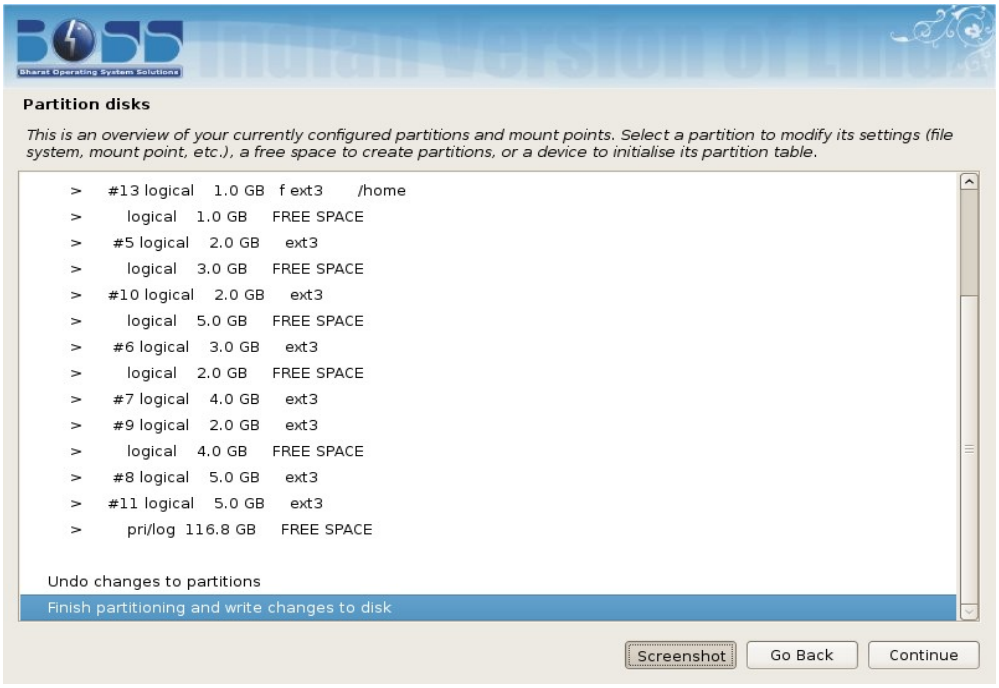
16. Double click on “swap area”.



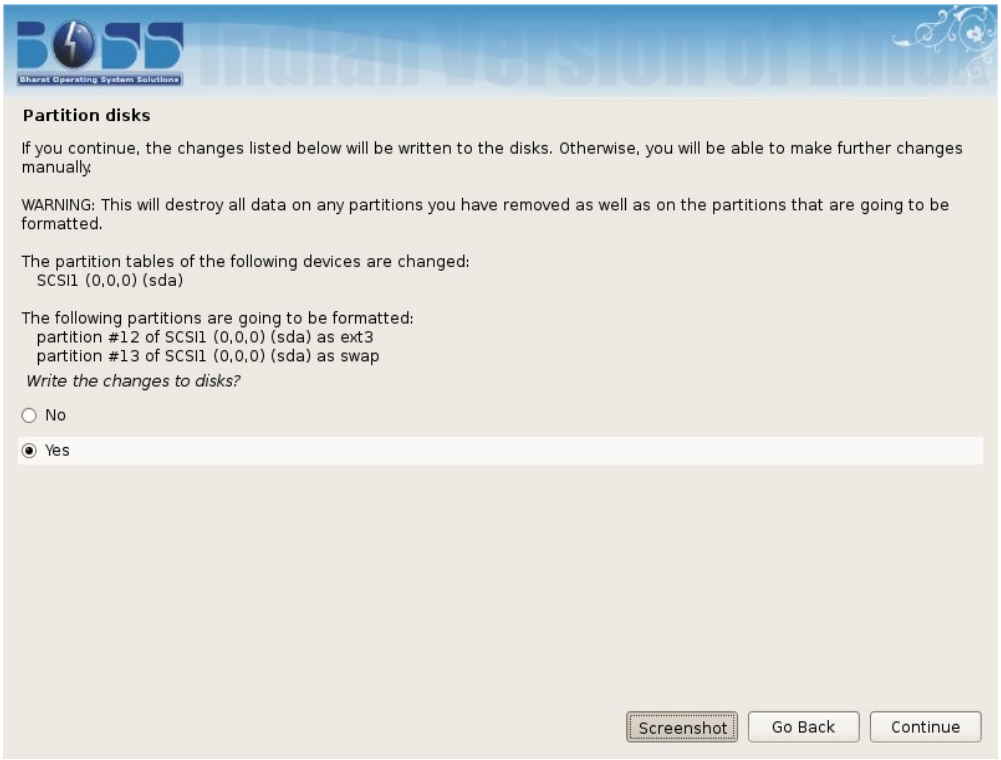
17. Creation of swap area is completed. Click on “Done setting up the partition” and then click “Continue”


Partition disks
You are editing partition #13 of SCSI1 (0,0,0) (sda). No existing file system was detected in this partition.
Partition settings:
Use as: swap area
Bootable flag: off
Copy data from another partition
Delete the partition
Done setting up the partition
Screenshot
Go Back
Continue

18. Finish the partitioning process.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
> #13 logical 1.0 GB f ext3 /home
> logical 1.0 GB FREE SPACE
> #5 logical 2.0 GB ext3
> logical 3.0 GB FREE SPACE
> #10 logical 2.0 GB ext3
> logical 5.0 GB FREE SPACE
> #6 logical 3.0 GB ext3
> logical 2.0 GB FREE SPACE
> #7 logical 4.0 GB ext3
> #9 logical 2.0 GB ext3
> logical 4.0 GB FREE SPACE
> #8 logical 5.0 GB ext3
> #11 logical 5.0 GB ext3
> pri/log 116.8 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

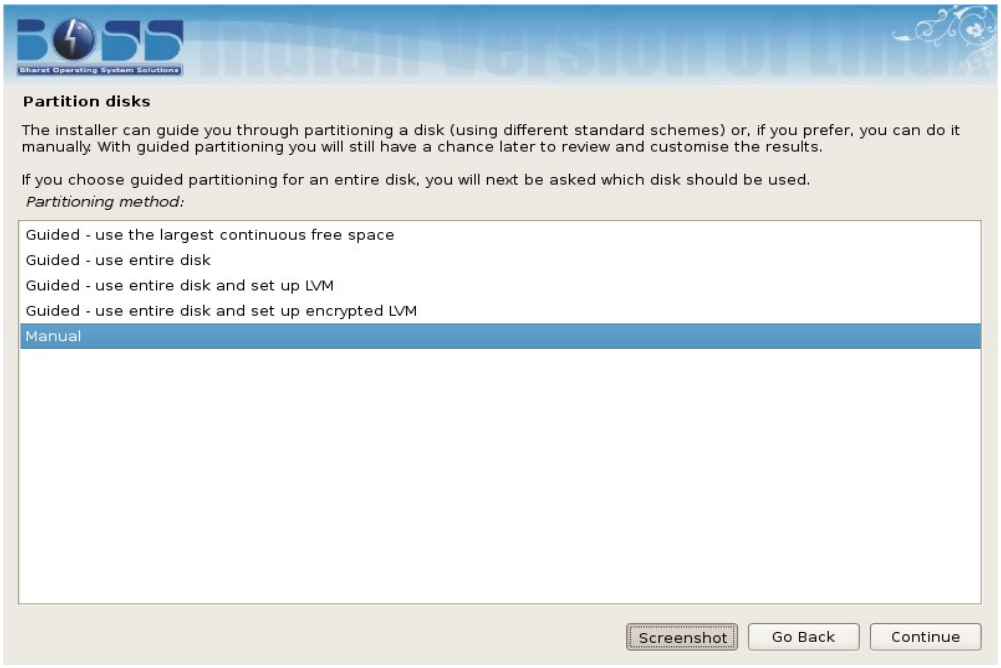
19. After all the partitions are allocated, you need to write the changes to disk. For this select “Yes” in in the following screen and then click “Continue”.


Partition disks
If you continue, the changes listed below will be written to the disks. Otherwise, you will be able to make further changes manually.
WARNING: This will destroy all data on any partitions you have removed as well as on the partitions that are going to be formatted.
The partition tables of the following devices are changed:
SCSI1 (0,0,0) (sda)
The following partitions are going to be formatted:
partition #12 of SCSI1 (0,0,0) (sda) as ext3
partition #13 of SCSI1 (0,0,0) (sda) as swap
Write the changes to disks?
No
Yes
Screenshot
Go Back
Continue

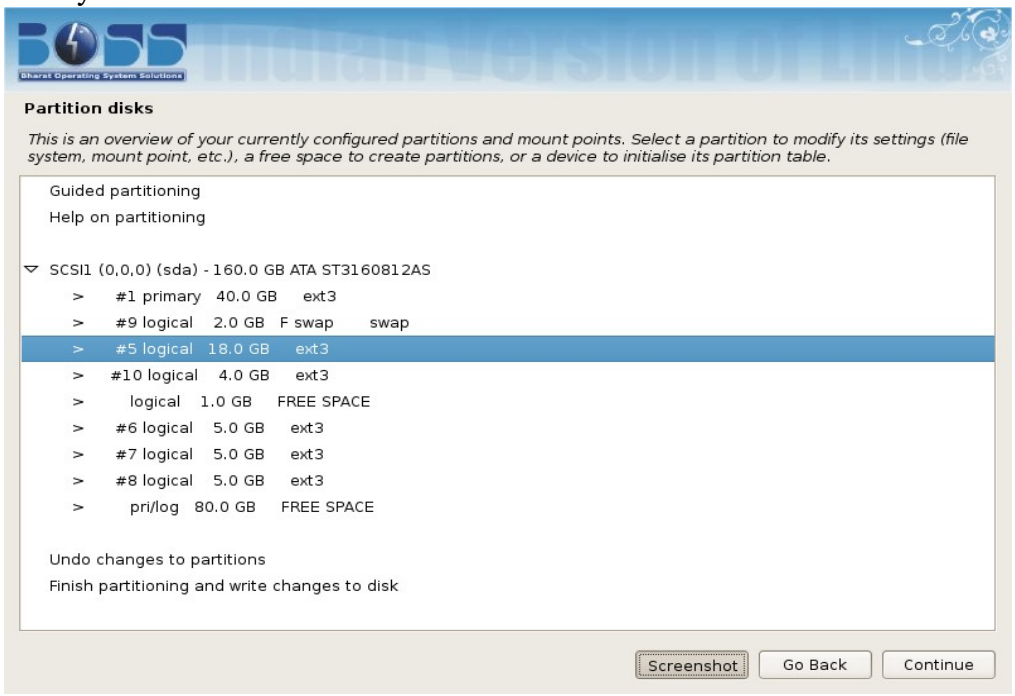
Resizing the Hard disk Partition

To resize hard disk partition at the time of installing BOSS GNU/Linux on system, follow these steps:

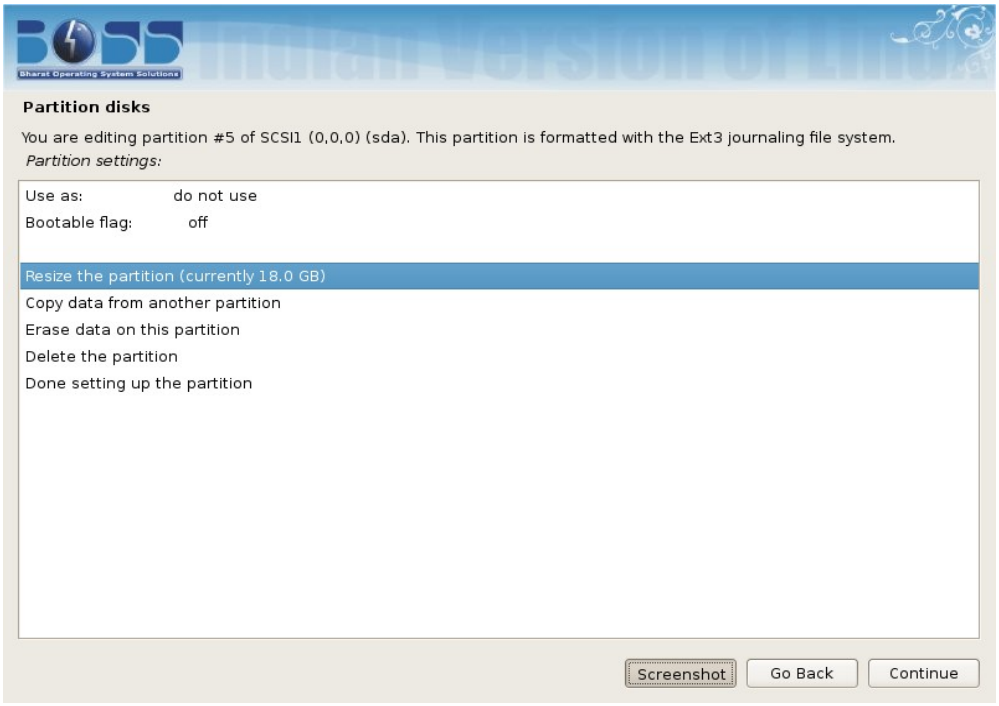
1. A screen with name “Partition disks” will be displayed. In that click “Manual” and then click “Continue.”


Partition disks
The installer can guide you through partitioning a disk (using different standard schemes) or, if you prefer, you can do it manually. With guided partitioning you will still have a chance later to review and customise the results.
If you choose guided partitioning for an entire disk, you will next be asked which disk should be used.
Partitioning method:
Guided - use the largest continuous free space
Guided - use entire disk
Guided - use entire disk and set up LVM
Guided - use entire disk and set up encrypted LVM
Manual
Screenshot
Go Back
Continue

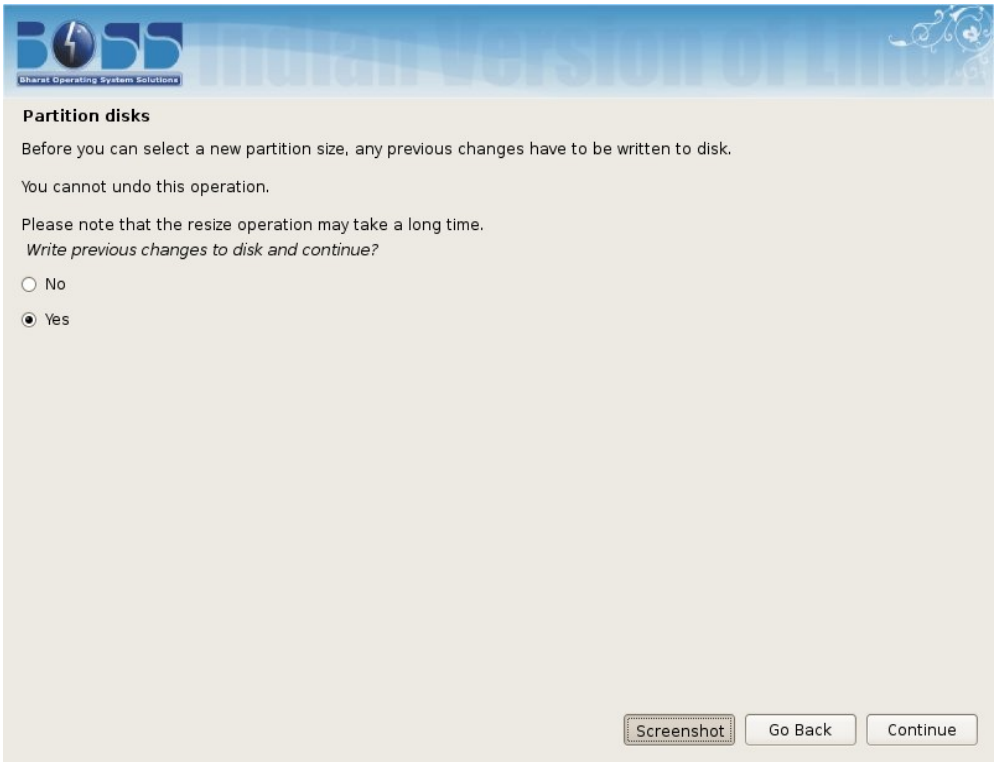
2. After clicking “Manual” a screen will be displayed which contains overview of your currently configured partitions and mount points. Then click on the partition which you want to resize and then click “Continue”.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 40.0 GB ext3
#9 logical 2.0 GB F swap swap
#5 logical 18.0 GB ext3
#10 logical 4.0 GB ext3
logical 1.0 GB FREE SPACE
#6 logical 5.0 GB ext3
#7 logical 5.0 GB ext3
#8 logical 5.0 GB ext3
pri/log 80.0 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

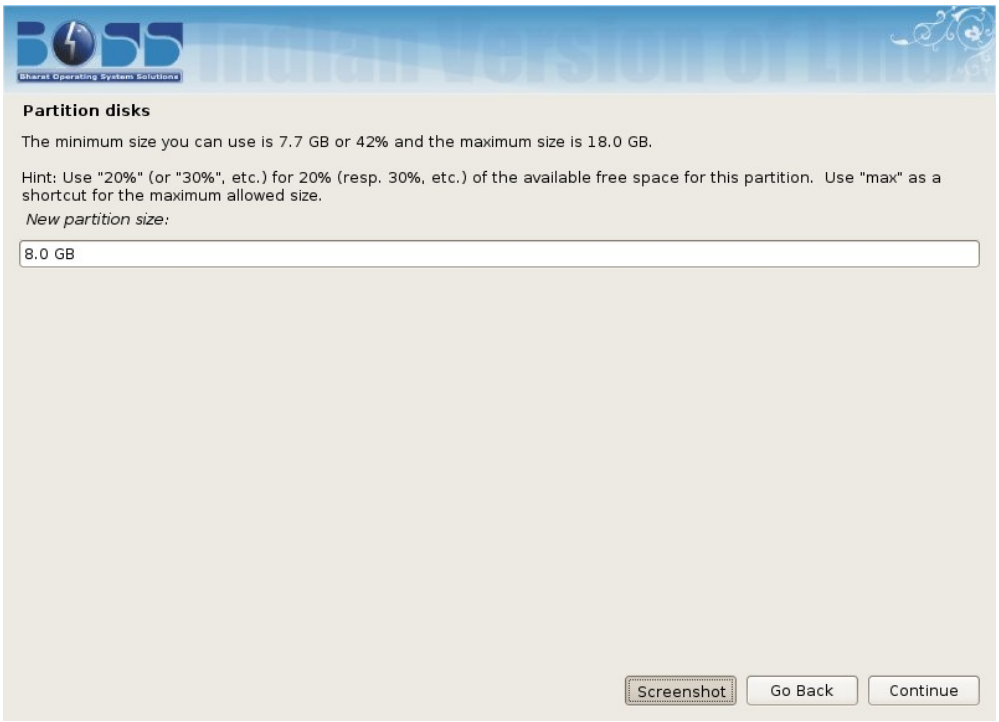
3. Double click on “Resize the partition”.


Partition disks
You are editing partition #5 of SCSI1 (0,0,0) (sda). This partition is formatted with the Ext3 journaling file system.
Partition settings:
Use as: do not use
Bootable flag: off
Resize the partition (currently 18.0 GB)
Copy data from another partition
Erase data on this partition
Delete the partition
Done setting up the partition
Screenshot
Go Back
Continue

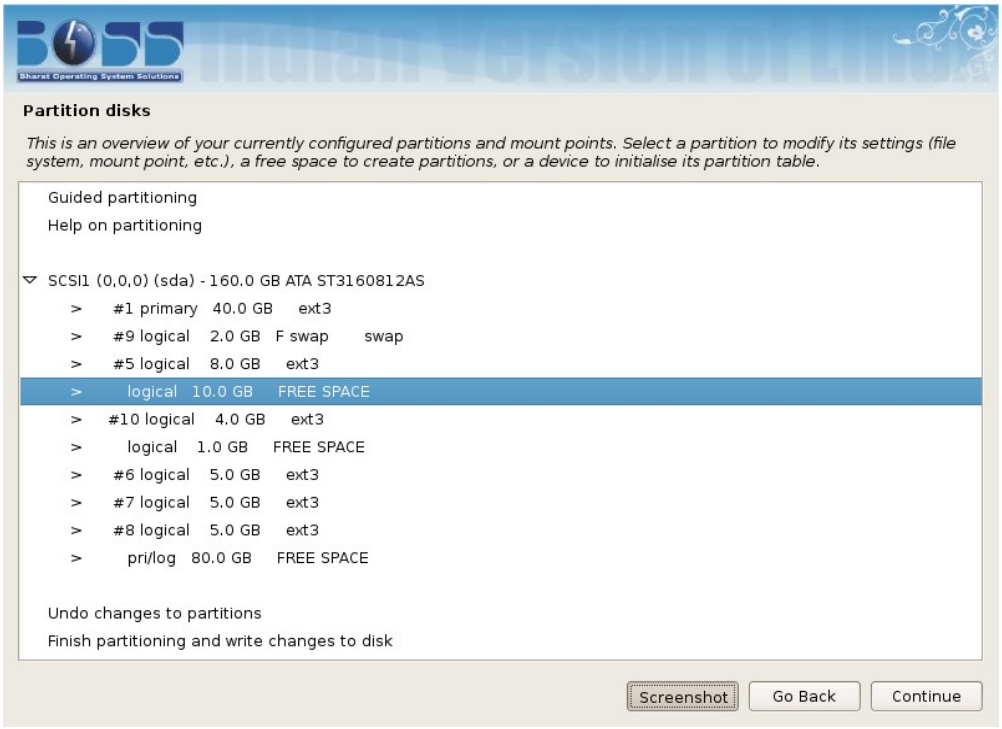
4. It will ask for write the changes to disk or not. Click “Yes” and then click “Continue”.


Partition disks
Before you can select a new partition size, any previous changes have to be written to disk.
You cannot undo this operation.
Please note that the resize operation may take a long time.
Write previous changes to disk and continue?
No
Yes
Screenshot
Go Back
Continue

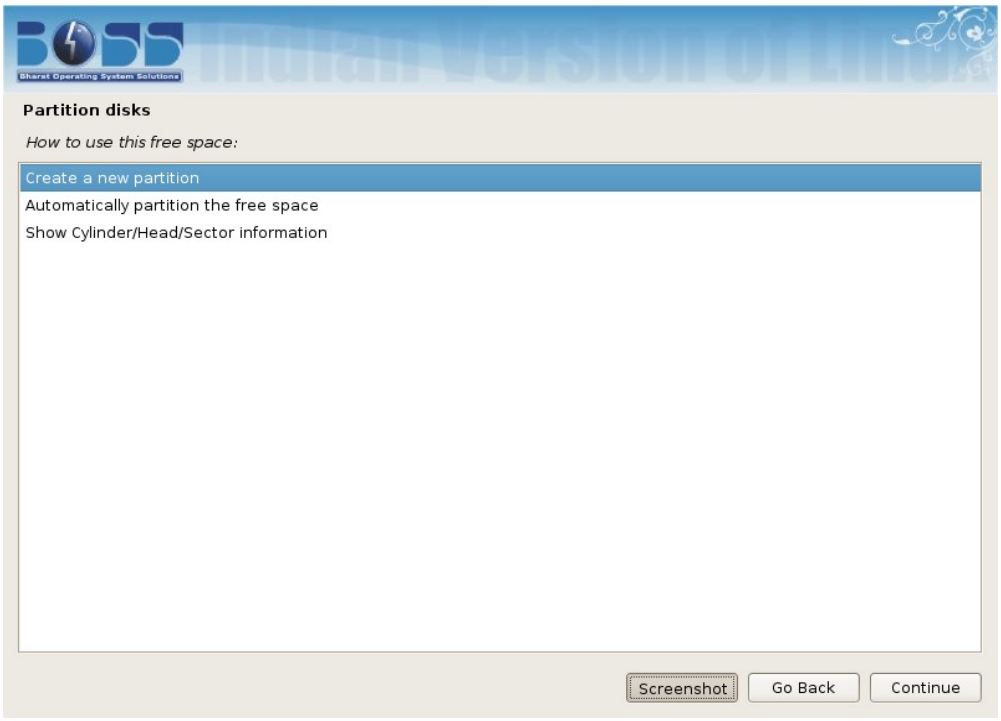
5. This screen will show by default maximum size as a new partition size which you can change as per requirement.
   You can give new partition size 2 GB more than whatever required to that particular file system then click “Continue”.


Partition disks
The minimum size you can use is 7.7 GB or 42% and the maximum size is 18.0 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
8.0 GB
Screenshot
Go Back
Continue

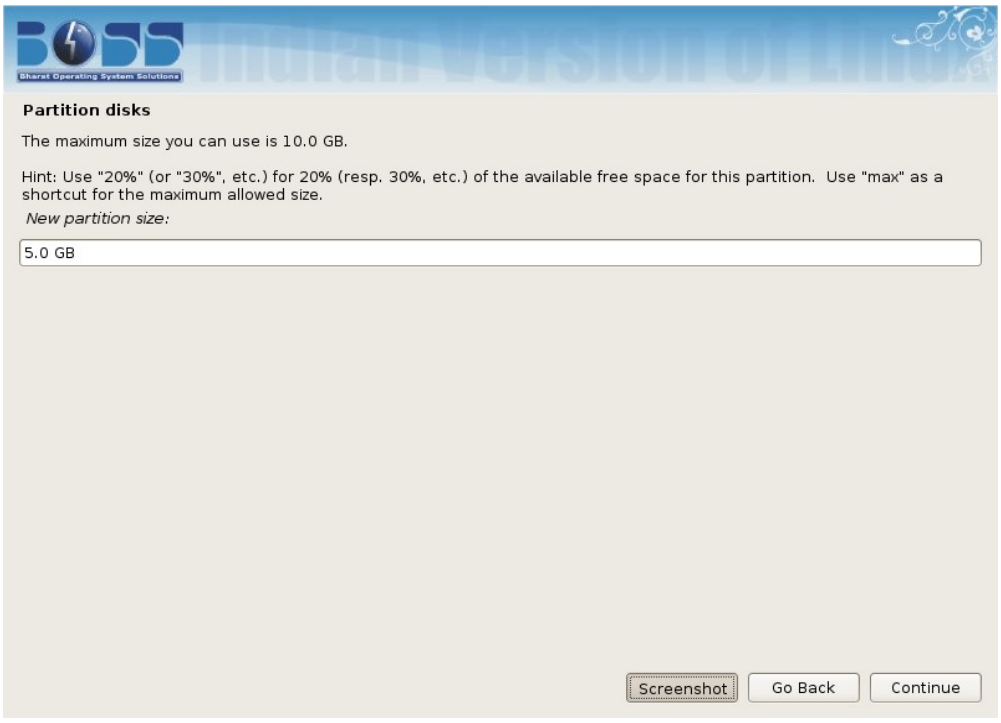
6. Now you have done resizing. You will get some free space to install BOSS GNU/Linux. Click on free space.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Guided partitioning
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 40.0 GB ext3
#9 logical 2.0 GB F swap swap
#5 logical 8.0 GB ext3
logical 10.0 GB FREE SPACE
#10 logical 4.0 GB ext3
logical 1.0 GB FREE SPACE
#6 logical 5.0 GB ext3
#7 logical 5.0 GB ext3
#8 logical 5.0 GB ext3
pri/log 80.0 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

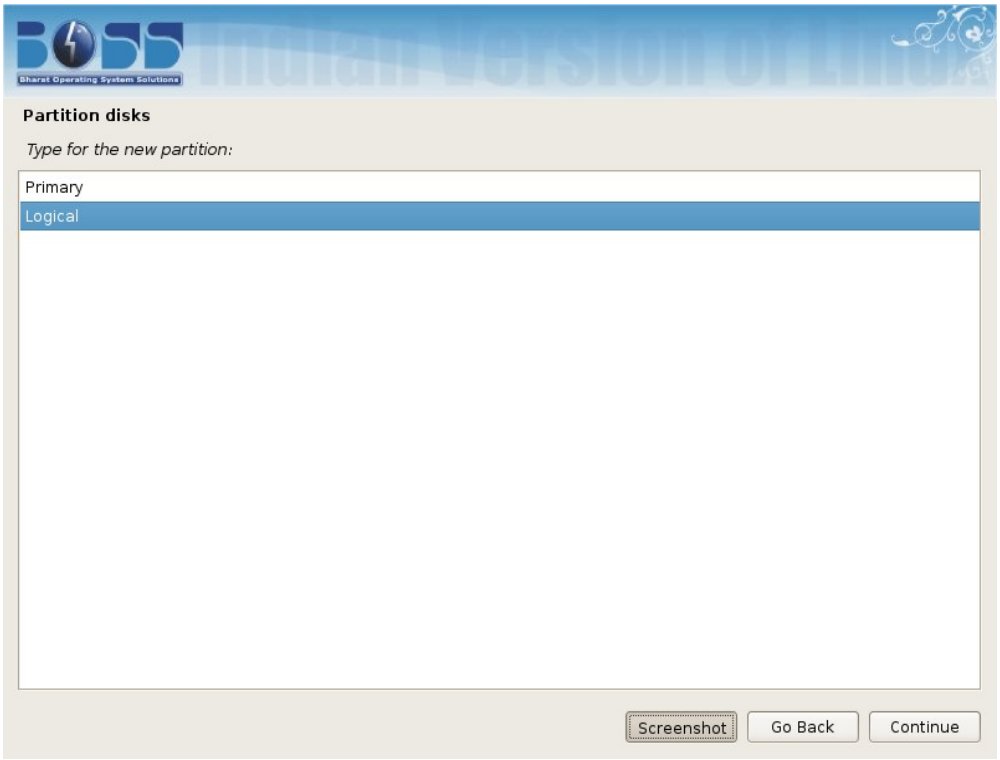
7. Create new partition for BOSS GNU/Linux by clicking “Create a new partition”.



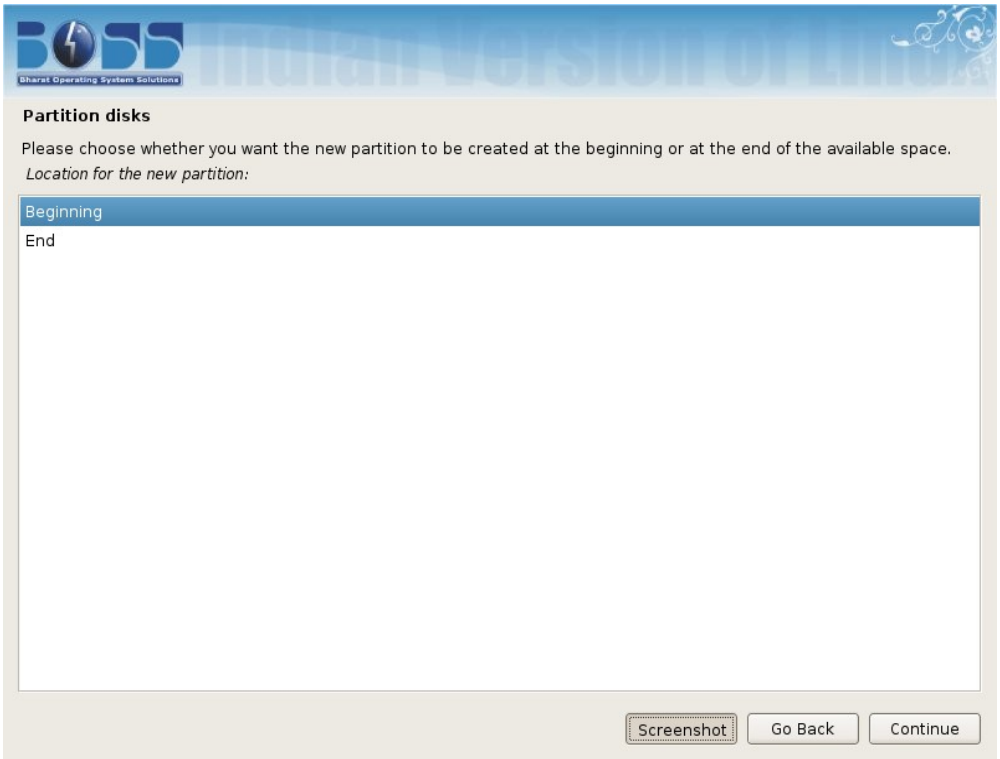
8. Give partition size for BOSS GNU/Linux installation it should be minimum 2.0 GB


Partition disks
The maximum size you can use is 10.0 GB.
Hint: Use "20%" (or "30%", etc.) for 20% (resp. 30%, etc.) of the available free space for this partition. Use "max" as a shortcut for the maximum allowed size.
New partition size:
5.0 GB
Screenshot
Go Back
Continue

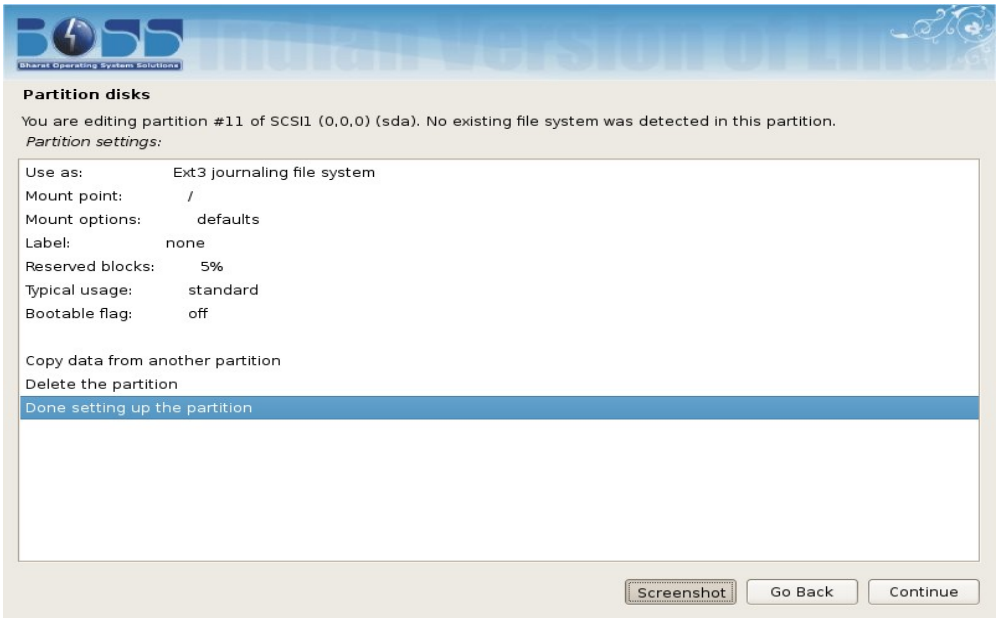
9. Select the type of partition.



10. Specify whether the partition should be at the beginning or end.

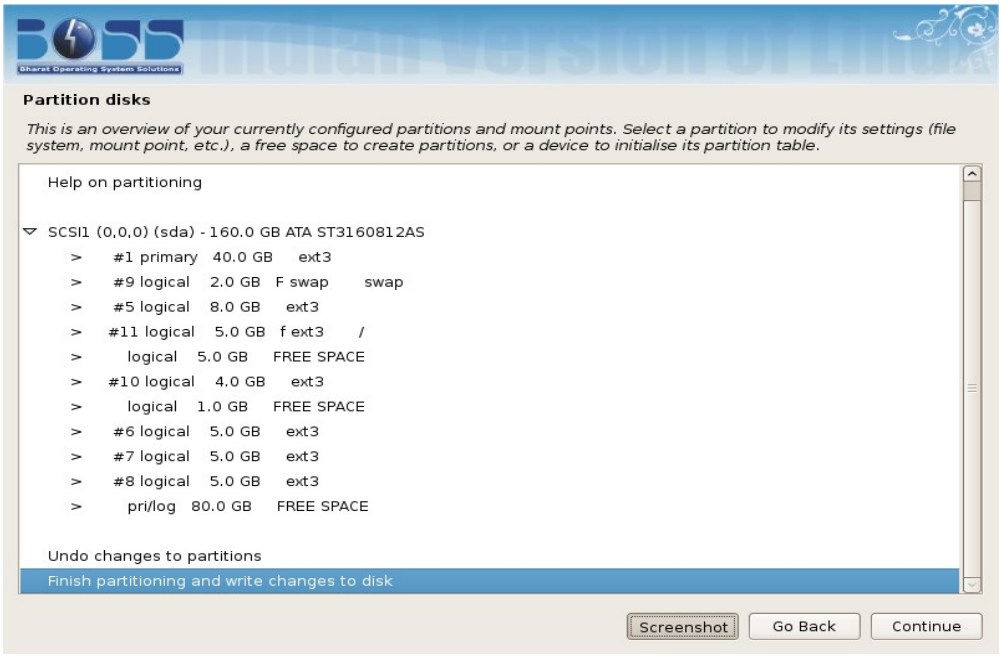

Partition disks
Please choose whether you want the new partition to be created at the beginning or at the end of the available space.
Location for the new partition:
Beginning
End
Screenshot
Go Back
Continue

11. Partition setting is covered. Click “Done setting up the partition” and click “Continue”.

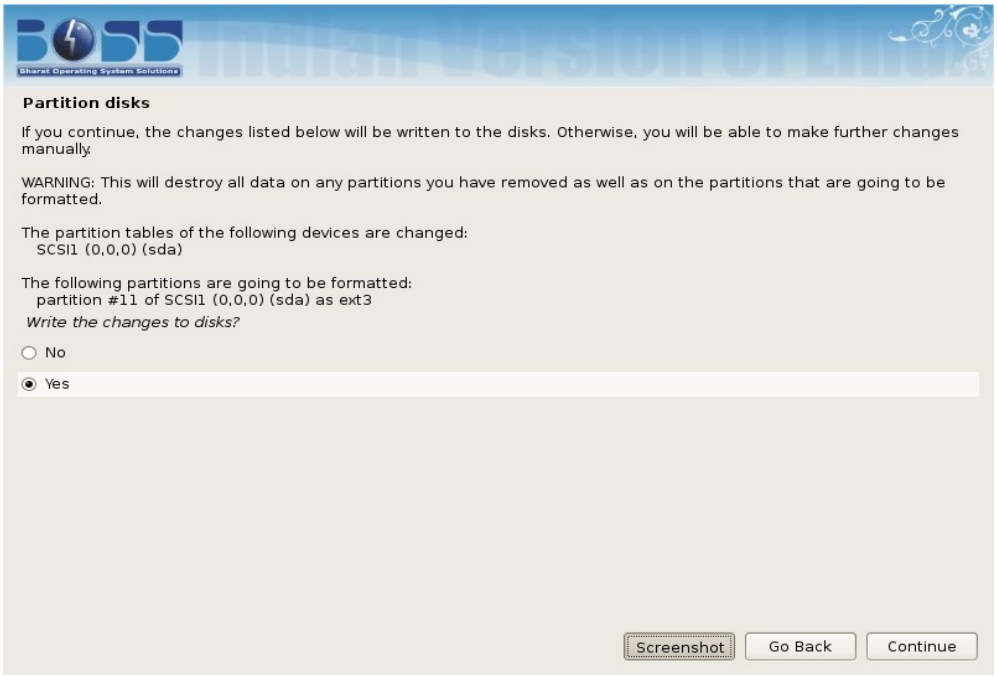


After selecting the partition for the “/”, you need to select a partition for the “swap” space. If you are already having linux installed on your system then you will be having a swap space in your system. If so no need of another swap space. The swap should be double the RAM size. If there is no swap then create a new swap space by following the steps 8 to 15 in “Creating a new partition” section.

12. Finish the partitioning process.


Partition disks
This is an overview of your currently configured partitions and mount points. Select a partition to modify its settings (file system, mount point, etc.), a free space to create partitions, or a device to initialise its partition table.
Help on partitioning
SCSI1 (0,0,0) (sda) - 160.0 GB ATA ST3160812AS
#1 primary 40.0 GB ext3
#9 logical 2.0 GB F swap swap
#5 logical 8.0 GB ext3
#11 logical 5.0 GB f ext3 /
logical 5.0 GB FREE SPACE
#10 logical 4.0 GB ext3
logical 1.0 GB FREE SPACE
#6 logical 5.0 GB ext3
#7 logical 5.0 GB ext3
#8 logical 5.0 GB ext3
pri/log 80.0 GB FREE SPACE
Undo changes to partitions
Finish partitioning and write changes to disk
Screenshot
Go Back
Continue

13. After all the partitions are allocated, you need to write the changes to disk. For this select “Yes” in in the following screen and then click “Continue”.


Partition disks
If you continue, the changes listed below will be written to the disks. Otherwise, you will be able to make further changes manually.
WARNING: This will destroy all data on any partitions you have removed as well as on the partitions that are going to be formatted.
The partition tables of the following devices are changed:
SCSI1 (0,0,0) (sda)
The following partitions are going to be formatted:
partition #11 of SCSI1 (0,0,0) (sda) as ext3
Write the changes to disks?
No
Yes
Screenshot
Go Back
Continue

2.9 Setting the System Clock

After the partitions are completed the next step is to set the System clock. A screen appears as shown below. Click “Yes” and then click “Continue” to proceed.

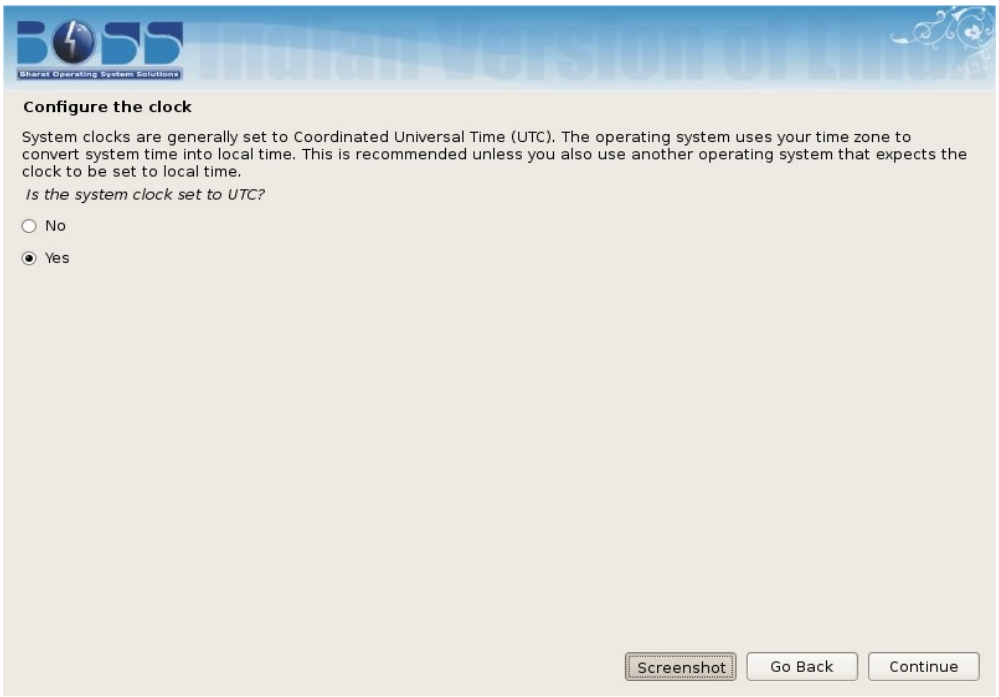

Configure the clock
System clocks are generally set to Coordinated Universal Time (UTC). The operating system uses your time zone to convert system time into local time. This is recommended unless you also use another operating system that expects the clock to be set to local time.
Is the system clock set to UTC?
No
Yes
Screenshot
Go Back
Continue

Figure 7. Setting System Clock

2.10 Installing the Base System

BOSS GNU/Linux is ready to install the packages into your system now.

2.11 Set the Root Password

Every Linux uses a special account named `root` for system administration. The `root` account on every Linux system is only limited by SELinux. It is not subject to any other normal account restrictions. As the system owner or administrator, you may sometimes require unrestricted access to configure or modify the system. In those cases, use the **root** account.

> *Avoid logging in to BOSS as root when possible.*
> *Any administration tools which require root privileges will prompt you for the password.*

The **root** account may potentially control any part of the system, use the following guidelines to create a good password:

- Use a combination of uppercase letters, lowercase letters, numbers, punctuation and other characters.
- Do not use a word or name. Obscuring the word or name with substitute characters is not effective.
- Do not use the same password for more than one system.

The following are examples of good passwords:

- f9*@1Ls99A
- HL8$391%%rb
- Iwtb,10^th

Enter the `root` password into the **Root Password** field. Type the same password into the **Confirm** field to ensure that it is set correctly.

Set up users and passwords
You need to set a password for 'root', the system administrative account. A malicious or unqualified user with root access can have disastrous results, so you should take care to choose a root password that is not easy to guess. It should not be a word found in dictionaries, or a word that could be easily associated with you.
A good password will contain a mixture of letters, numbers and punctuation and should be changed at regular intervals.
Note that you will not be able to see the password as you type it.
Root password:
Please enter the same root password again to verify that you have typed it correctly.
Re-enter password to verify:
Screenshot
Go Back
Continue

Figure 8. Set Root Password

2.12 Create User Account

Next step is to create a user account and setting password for the user. You can use this user account for logging into BOSS GNU/Linux. And this user will be used for auto login to BOSS GNU/Linux after certain time period. The screen shots are as follows:

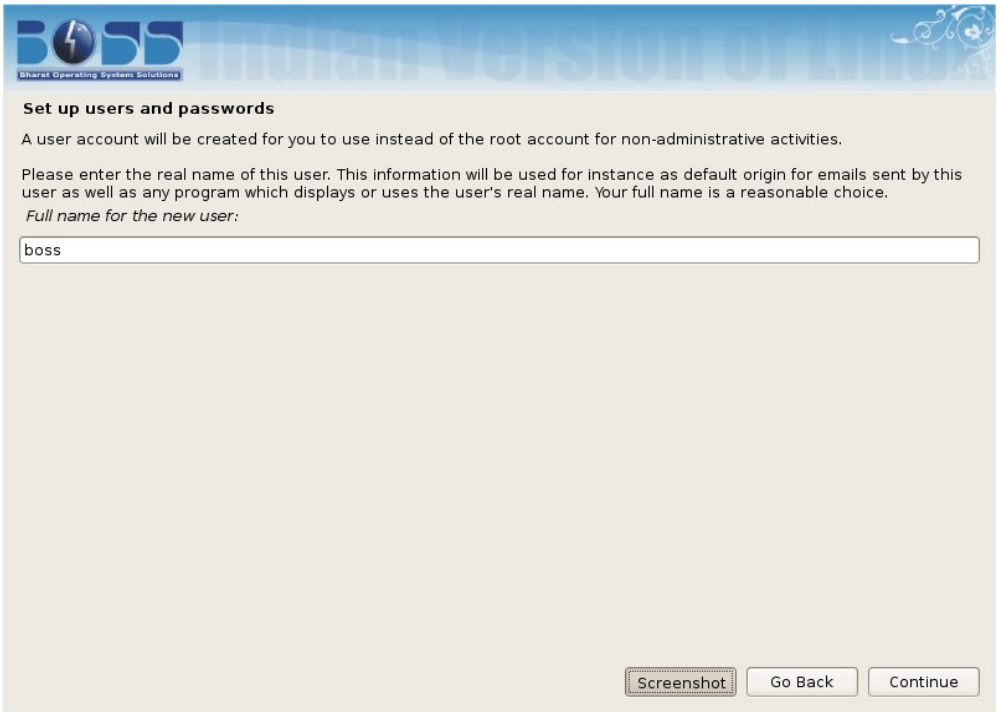

Set up users and passwords
A user account will be created for you to use instead of the root account for non-administrative activities.
Please enter the real name of this user. This information will be used for instance as default origin for emails sent by this user as well as any program which displays or uses the user's real name. Your full name is a reasonable choice.
Full name for the new user:
boss
Screenshot
Go Back
Continue

Figure 9. Set up user account

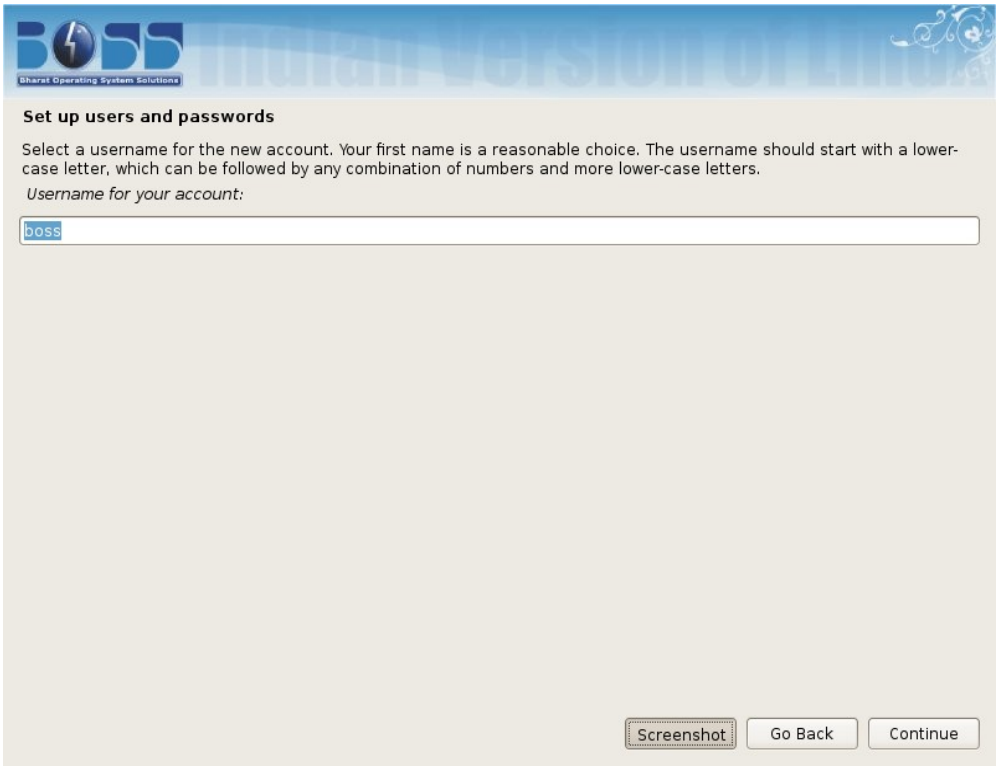

Set up users and passwords
Select a username for the new account. Your first name is a reasonable choice. The username should start with a lower-case letter, which can be followed by any combination of numbers and more lower-case letters.
Username for your account:
boss
Screenshot
Go Back
Continue

Figure 9.1 Set up user account's username

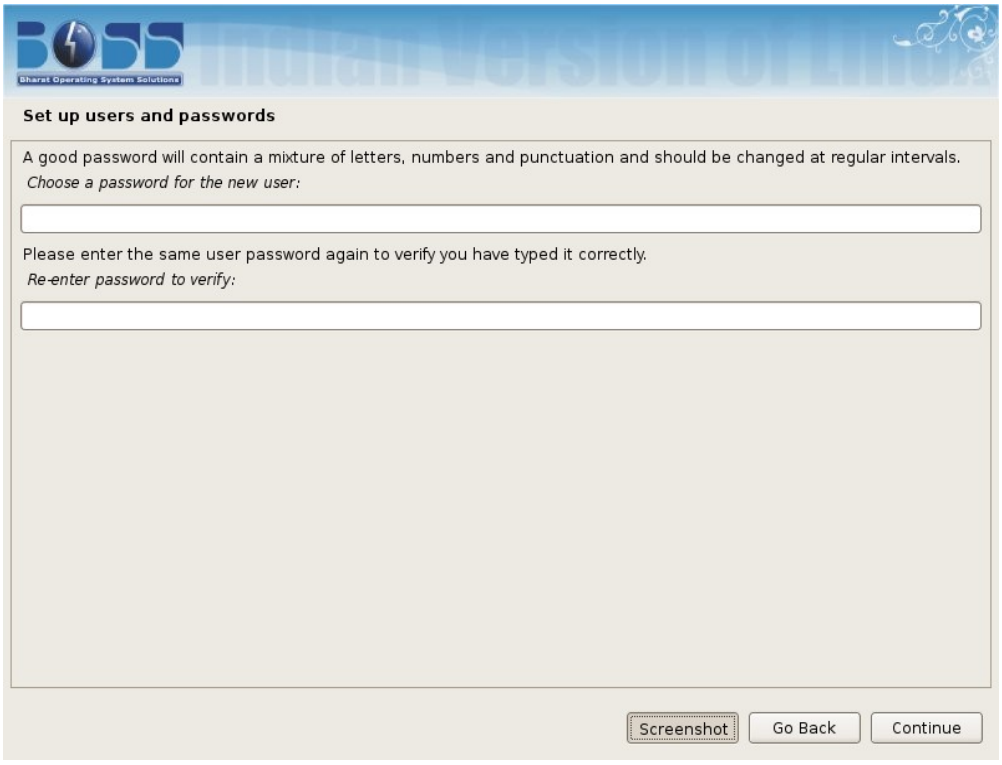

Set up users and passwords
A good password will contain a mixture of letters, numbers and punctuation and should be changed at regular intervals.
Choose a password for the new user:
Please enter the same user password again to verify you have typed it correctly.
Re-enter password to verify:
Screenshot
Go Back
Continue

Figure 9.2 Set up user account's password

2.13 Software Selection

The first step is to select the packages to be installed. Here BOSS GNU/Linux provides five categories of packages with a DVD.

Gnome Desktop Environment: This installs the GNOME, Office, Games, Editors, Icedove mail client , softwares essential for printing etc. All Desktop Based packages, and this options will be enabled by default

KDE Desktop Environment: This installs the KDE, Office, Games, Editors, KMail client softwares essential for printing etc. All Desktop Based packages, and this options will be enabled by default

Laptop: This installs the laptop related tools like wireless-tools etc.

Standard System: This option is enabled by default, as this includes all the standard packages for a system to work properly and some additional packages. BOSS GNU/Linux recommends not to disable this option.

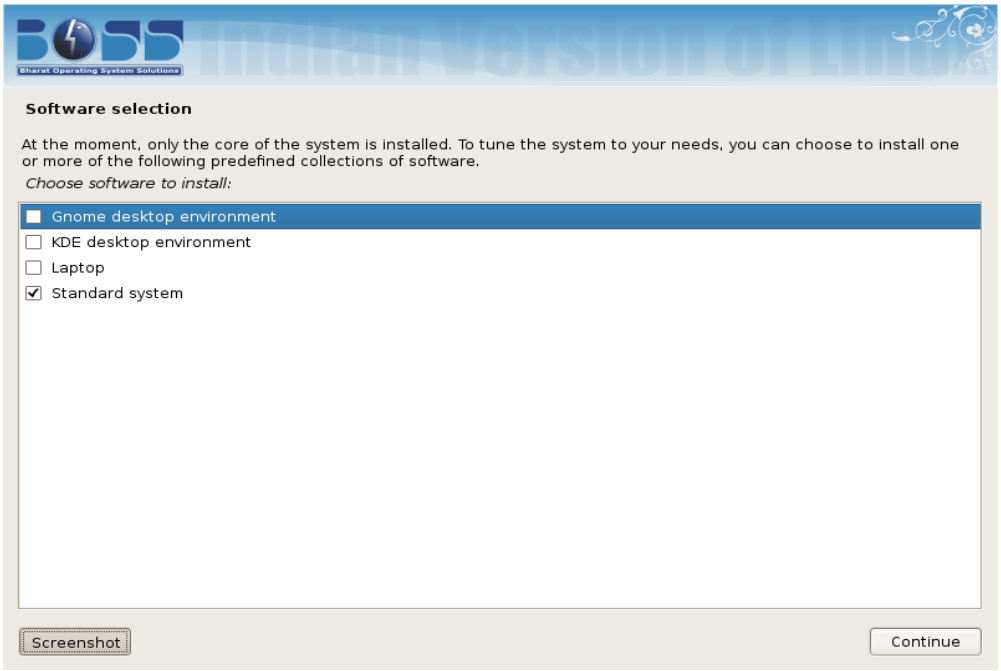

Software selection
At the moment, only the core of the system is installed. To tune the system to your needs, you can choose to install one or more of the following predefined collections of software.
Choose software to install:
Gnome desktop environment
KDE desktop environment
Laptop
Standard system
Screenshot
Continue

Figure 10.a Software Selection

In the listed options it is very much needed to set the **Standard System always** selected., since it installs the basic set of Linux. And along with that it is highly recommended to select atleast one Desktop Environment say Gnome or KDE., for the user to have Graphical User interface.

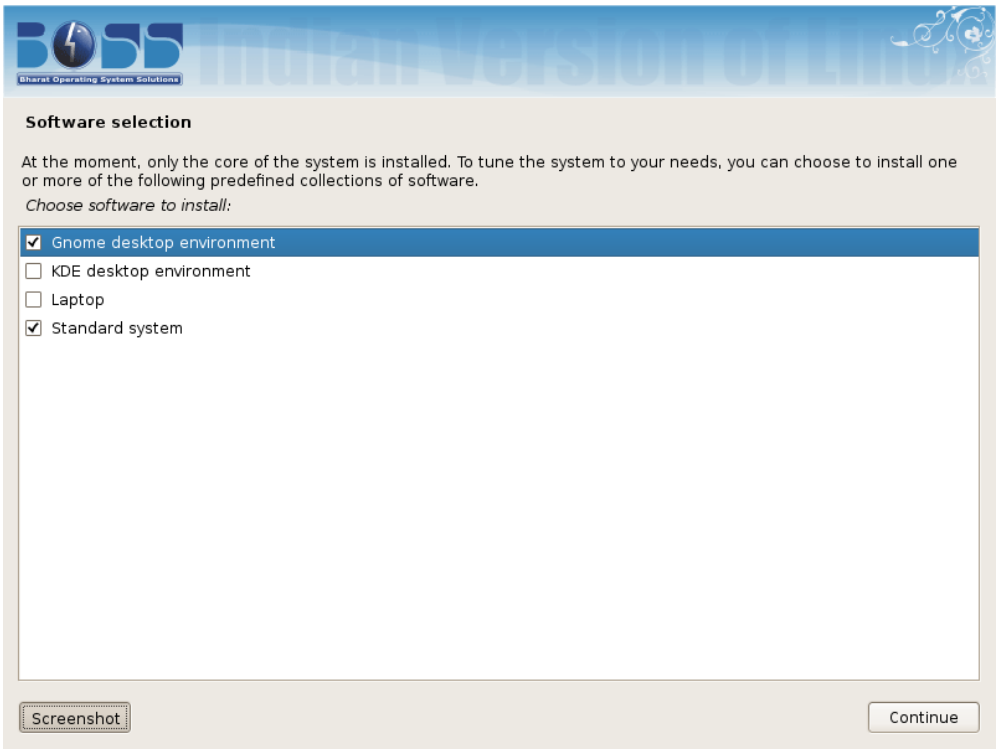

Software selection
At the moment, only the core of the system is installed. To tune the system to your needs, you can choose to install one or more of the following predefined collections of software.
Choose software to install:
Gnome desktop environment
KDE desktop environment
Laptop
Standard system
Screenshot
Continue

Figure 10.b Selection of Gnome Desktop

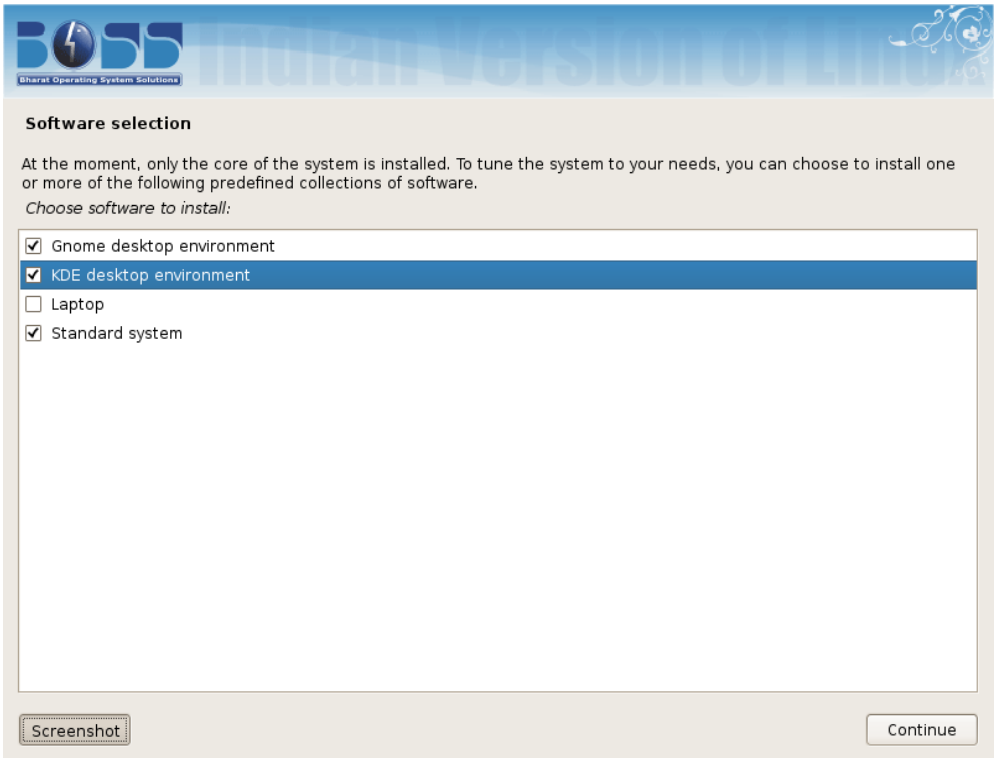

Software selection
At the moment, only the core of the system is installed. To tune the system to your needs, you can choose to install one or more of the following predefined collections of software.
Choose software to install:
Gnome desktop environment
KDE desktop environment
Laptop
Standard system
Screenshot
Continue

Figure 10.c Selection of Both Gnome and KDE

The above pictures shows the selection of both the desktops in the system. So both Gnome and KDE desktops get installed with all their applications. The user can always make a choice between the two desktops., (ie. whether he needs a GNOME Desktop Environment with all the Gnome applications or a KDE Desktop Environment with all the KDE applications) in every login.

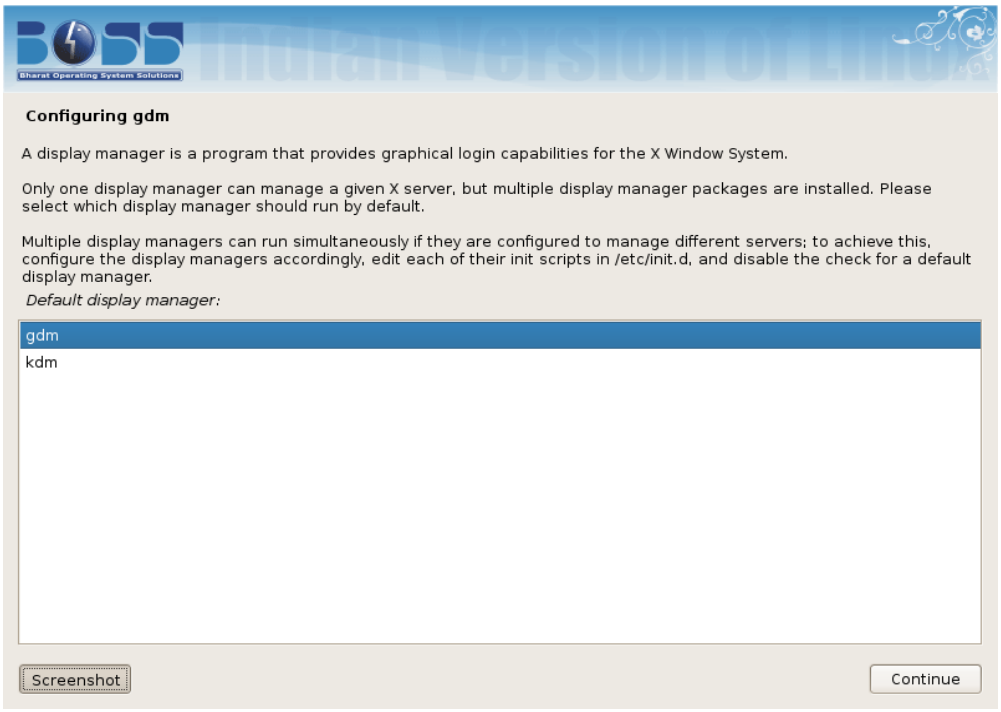
2.14 Selecting the Default Display Manager

This situation will occur if and only if you have chosen to install both Gnome and KDE desktop together in your system. Normally both the desktop environments have their own Login Managers say

- GDM – GNOME Display Manager
- KDM – KDE Display Manager

Both of these managers are responsible for displaying the Login Window., which prompts for a Username and Password entry in their own way and with their own configuration settings.

If the user is installing Gnome desktop environment alone then GDM will get installed without any question to the user and similarly if only KDE is installed then KDM will get installed without any queries. But if the user selects both the desktop environment to get install, then you will be prompted to choose the default Display Manager to be used.


Configuring gdm
A display manager is a program that provides graphical login capabilities for the X Window System.
Only one display manager can manage a given X server, but multiple display manager packages are installed. Please select which display manager should run by default.
Multiple display managers can run simultaneously if they are configured to manage different servers; to achieve this, configure the display managers accordingly, edit each of their init scripts in /etc/init.d, and disable the check for a default display manager.
Default display manager:
gdm
kdm
Screenshot
Continue

The user has to choose any one of the Display Manager whichever he feels comfortable

with.

Note: If a user selects to install both Gnome and KDE desktops and if he has chosen GDM as the Default Display Manager, then the system will login to GNOME environment by default. If the user wants to change KDE as the default desktop, it can do that just by changing the "Default Session" as KDE in the Login Window. It is the same for the reverse case also.

And also, if a user has specified KDM to be the Default Display Manager and if he wants to change as GDM he can very well do that at any point of time. Follow the below steps to do that..

Open a terminal from **Applications -> Accessories -> Terminal**

Type *sudo dpkg-reconfigure kdm* or *sudo dpkg-reconfigure gdm*

and in the window you can change the Display Manager as you wish.

2.15 Setting Resolution

The following screen appears. By default the last three options will be selected. Click "Continue" to proceed.

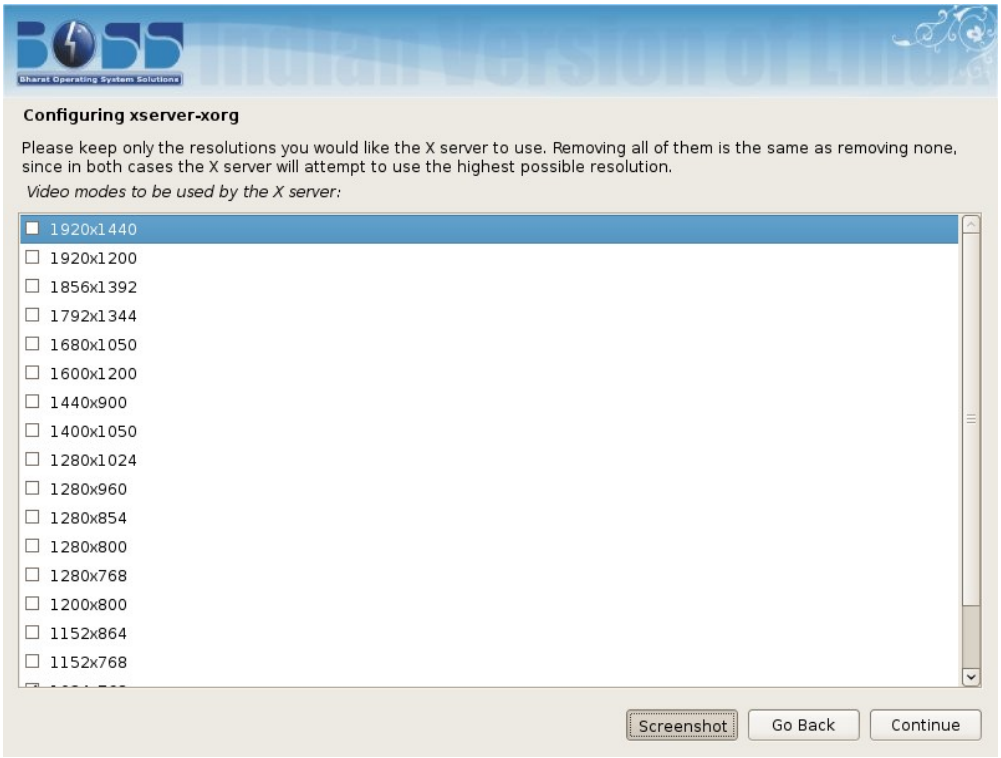


Figure 11.1 Setting Resolution

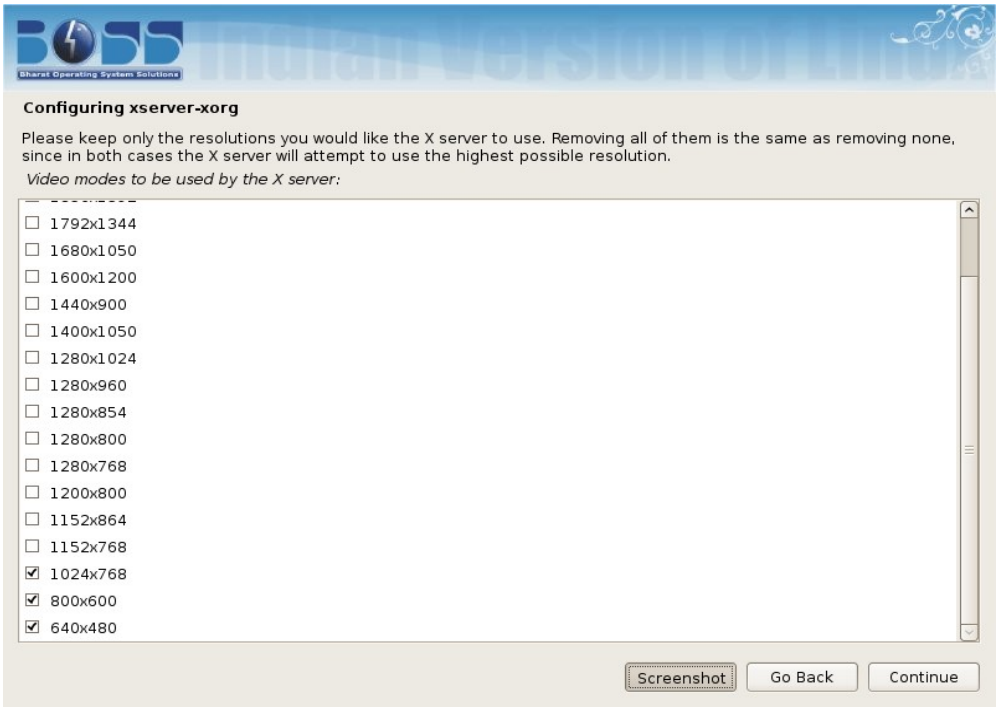
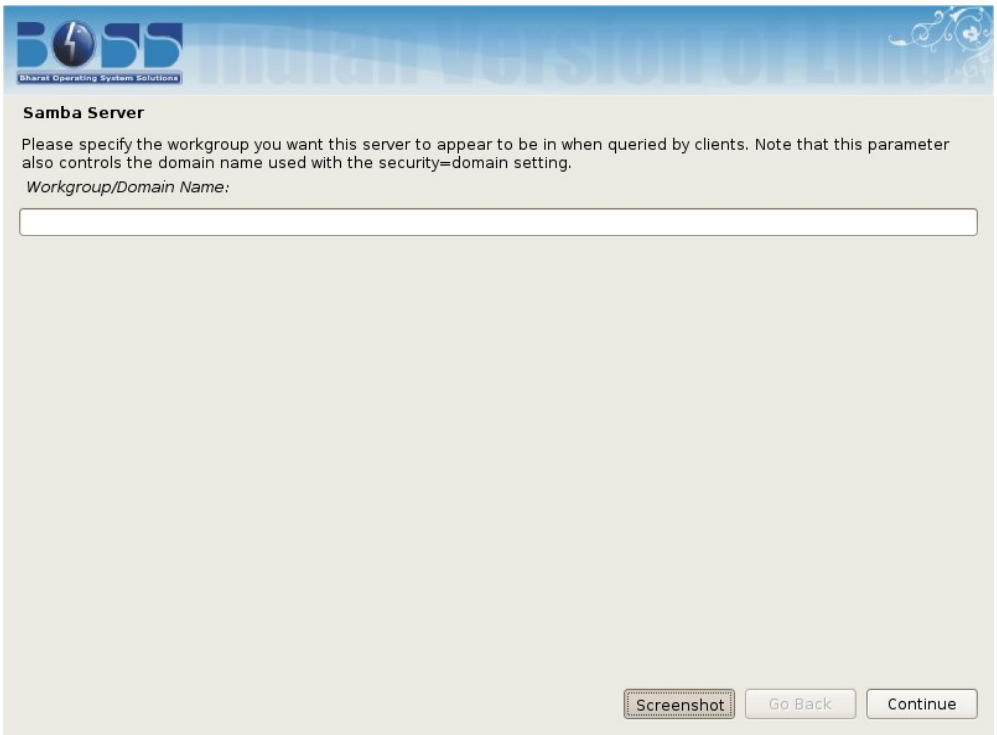


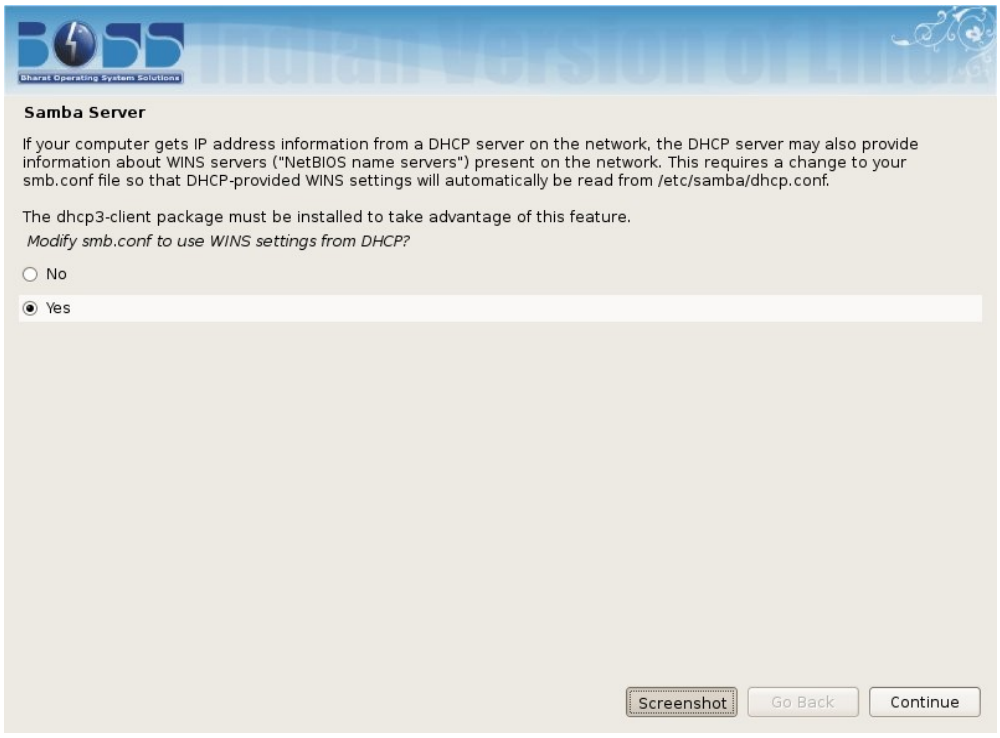
Figure 11.2 Setting Resolution

2.16 Samba Server

The screen shots for Samba Server are as follows:


Samba Server
Please specify the workgroup you want this server to appear to be in when queried by clients. Note that this parameter also controls the domain name used with the security=domain setting.
Workgroup/Domain Name:
Screenshot
Go Back
Continue

In the above screen there is no need to give any workgroup/Domain Name. Click “Continue” to proceed.


Samba Server
If your computer gets IP address information from a DHCP server on the network, the DHCP server may also provide information about WINS servers ("NetBIOS name servers") present on the network. This requires a change to your smb.conf file so that DHCP-provided WINS settings will automatically be read from /etc/samba/dhcp.conf.
The dhcp3-client package must be installed to take advantage of this feature.
Modify smb.conf to use WINS settings from DHCP?
No
Yes
Screenshot
Go Back
Continue

Click “Yes” and click “Continue” to proceed.

Once the installation process gets completed the system restarts automatically.

Enjoy working with BOSS GNU/Linux.

3. GNOME Desktop

GNOME is a Graphical User Interface that has many applications designed to help you in your daily work.

3.1 Logging In and Selecting a Desktop

To start a normal login, just enter your username and password.

Language

By default the desktop will be displayed in English. To change the language click “Language” and select the language of your choice. While logging in the desktop will be displayed in the selected language.

Session Type

Specifies the desktop to run when you log in. If desktops other than GNOME are installed, they appear in the list. Make changes only if you want to use a session type other than your default (The default session is specified during installation). Future sessions are automatically of the same type unless you change the session type manually.

System

Performs a system action, such as shutting down the computer or starting different login actions. Remote Login enables you to log in on a remote machine.

3.1.1 Switching Desktops

If you installed both the GNOME and the KDE desktops, use the following instructions to switch desktops.

1. If you are logged in to GNOME, select **System -> Log Out...** . On the following login screen, click “Session”.
2. Select the KDE desktop.
3. Enter your username.
4. Enter your password. The KDE desktop is started.
5. To switch back to GNOME again, click **K Menu -> Log Out...** The session is closed and the login screen reappears.
6. Before logging in again, click “Session” and select GNOME in the login screen.

3.1.2 Locking Your Screen

To lock the screen use the keyboard shortcut *Ctrl+ Alt+L*.

3.2 Logging Out

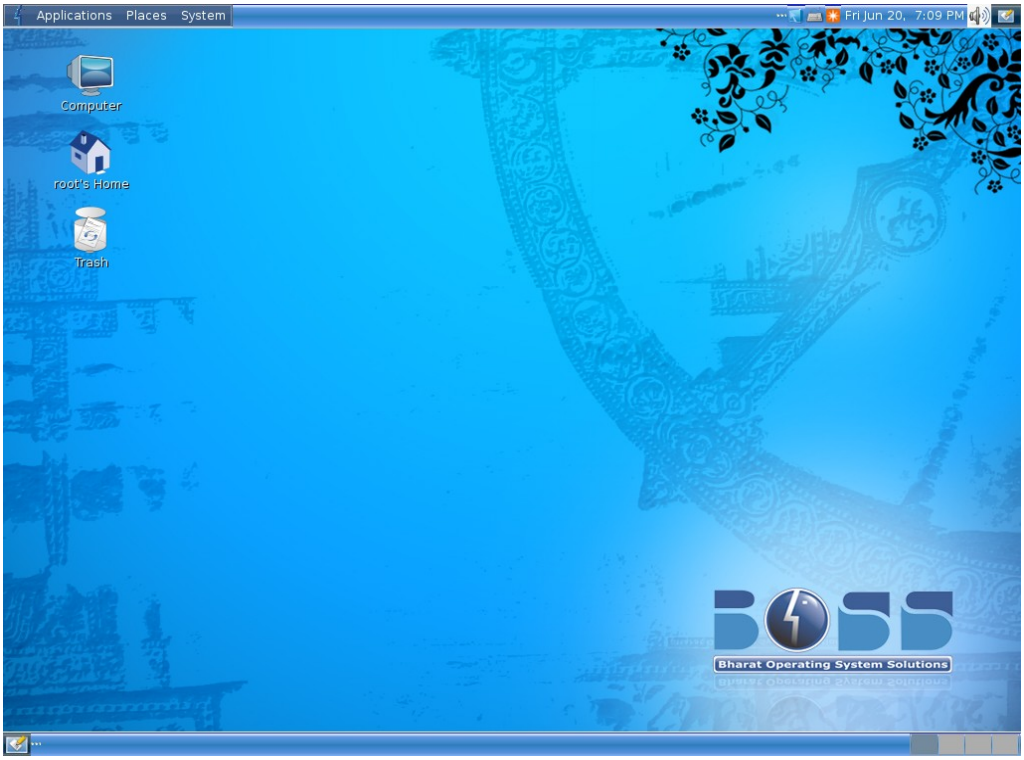
When you are finished using the computer, you can log out and leave the system running or restart or shut down the computer. If your system provides power management, you can also suspend the computer, making the next system start much faster than a complete boot.

To log out and leave the system running, do one of the following:

- Select **System -> Log Out....**
- Use the keyboard shortcut that is defined in the GNOME keyboard shortcuts. Usually, to log out with confirmation, this is *Ctrl+Alt+Del*.

3.3 Desktop Components

The main components of the desktop are the icons on the desktop and the panel at the top and bottom of the screen.



3.3.1 Desktop Icons

The desktop has the following icons by default:

Trash

Contains files and folders that have been deleted.

Computer

Displays information about hardware, network status, operating system, hard disks, common folders, and removable devices.

Home

Displays the files and folders in the home folder.

3.3.2 Panel

The panel is a bar, typically located at the top and bottom of the screen. It is designed to provide information about running applications or the system and easy access to some applications. If you hold your pointer over an icon on the panel, a short description is displayed.

Top Panel

The top panel typically consists of the following items:

Menu Bar

By default, Menu Bar appears at the left end of the panel. The Menu Bar has a well-ordered structure for accessing the main applications. It also contains menu items for major functions like logging out or searching for applications.

The following icons by default appears in the right side of the top panel

Notification Area

The notification icons like Update Manager, Compiz Fusion Icon appears in the notification area.

Clock

The clock icon displays the current date and time

Volume Control

The Volume Control icon is useful for controlling the speaker volume.

Window Selector

This icon when clicked displays the applications running on different windows.

Bottom Panel

The bottom panel consists of the following items:

Show Desktop

This icon appears at the left side of the bottom panel. Click that icon to hide all the windows and show the desktop.

Window List

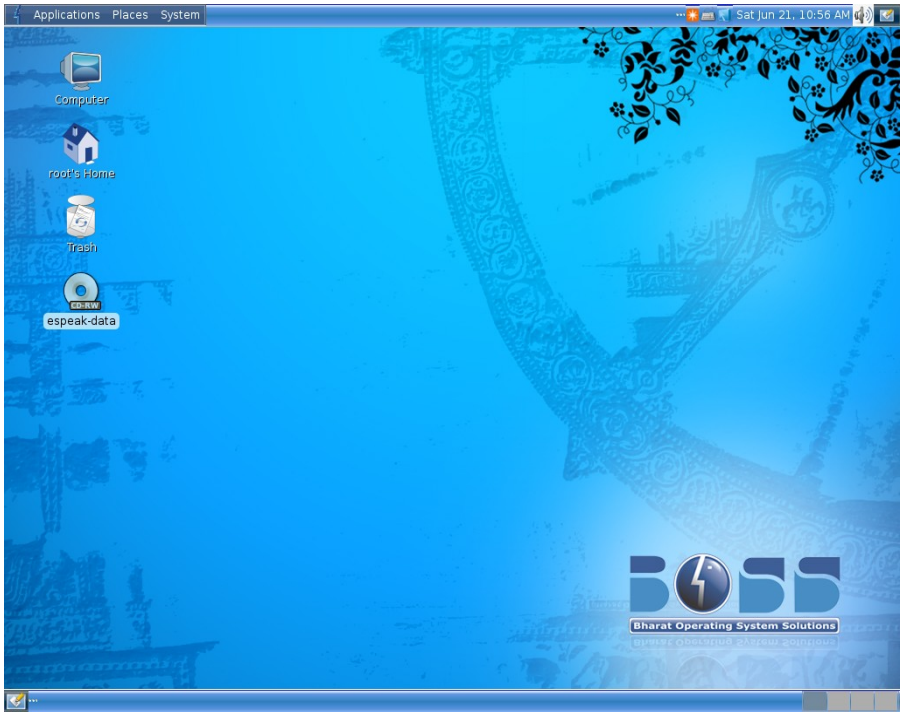
The Window List is located next to the “Show Desktop” icon. By default, all started applications and open windows are displayed in the Window List, which allows you to access any application regardless of the currently active desktop. If you click a window title in the Window List, the application is moved to the foreground. If it is already in the foreground, clicking minimizes the application.

Workspace Switcher

By default, the right end of the bottom panel has an icon which shows your different desktops. These virtual desktops enable you to organize your work. If you use many programs simultaneously, you might want to run some programs in one desktop and other programs in the other desktop. To switch between desktops, click the desktop symbol in the panel.

3.4 Handling Removable Media

If you insert or connect removable media to your computer (such as CD-ROMs or USB sticks), these are usually mounted automatically.



3.4.1 Removing Media Safely

If you want to remove or disconnect a medium from your computer, make sure that the data on the medium is currently not accessed by any application or user. Otherwise, you risk a loss of data.

To safely remove the medium right-click the medium to remove and select “Safely Remove” or “Eject”. “Safely Remove” unmounts the medium after which you can disconnect the medium from your computer. “Eject” automatically opens the CD or DVD drive of your computer.

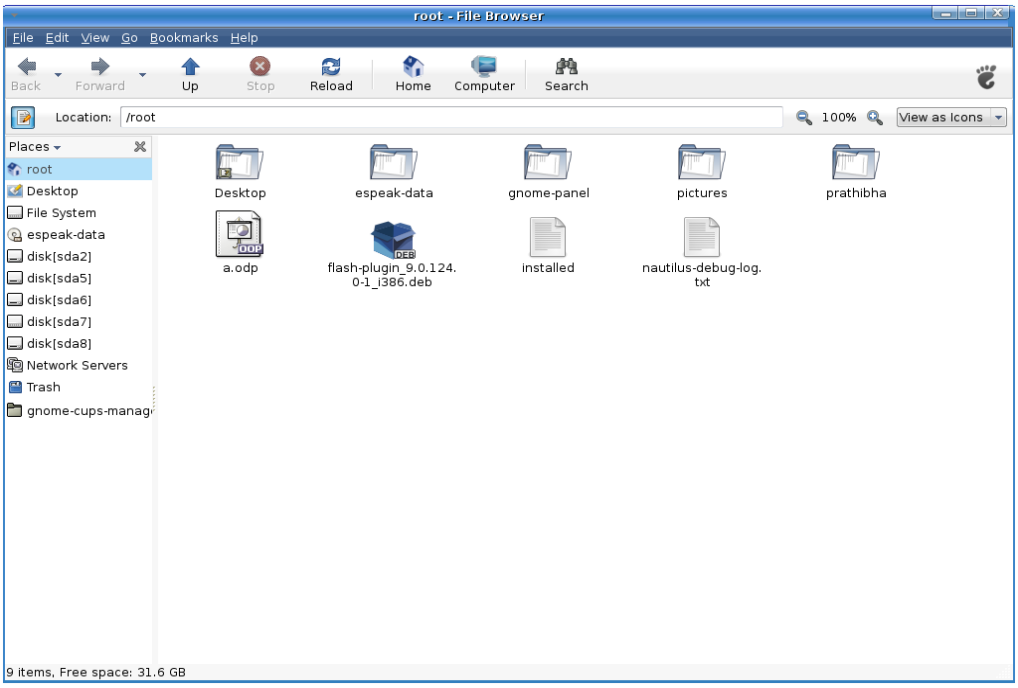
3.5 Managing Trash

The trash is a directory for files marked for deletion. Drag icons from the file manager or the desktop to the trash icon by keeping the left mouse button pressed. Then release to drop them there. Alternatively, right-click an icon and select “Move to Trash” from the menu. Double-click the trash icon to view its contents. You can retrieve an item from the trash if desired.

Files removed with *Shift+Delete* are not moved to the trash bin, but deleted completely. To delete the files in the trash bin completely, right-click the trash bin icon then click “Empty Trash”.

3.6 Managing Folders and Files with Nautilus

Nautilus is a file manager. The following sections cover using Nautilus for file management.



3.6.1 File Manager Functionality

The Nautilus file manager provides a simple and integrated way to manage your files and applications. You can use the file manager to do the following:

- Create folders and documents
- Display your files and folders
- Search and manage your files
- Run scripts and launch applications
- Customize the appearance of files and folders
- Open special locations on your computer
- Write data to a CD or DVD
- Install and remove fonts

The file manager lets you organize your files into folders. Folders can contain files and may also contain other folders. Using folders can help you find your files more easily.

Nautilus also manages the desktop. The desktop lies behind all other visible items on your screen. The desktop is an active component of the way you use your computer.

Every user has a Home Folder. The Home Folder contains all of the user's files. The desktop is another folder. The desktop contains special icons allowing easy access to the users Home Folder, Trash, and also removable media such as floppy disks, CDs and USB flash drives.

Nautilus is always running while you are using GNOME. To open a new Nautilus window, double-click on an appropriate icon on the desktop such as “Home” or “Computer”, or choose an item from “Places” menu on the top panel.

In GNOME many things are files, such as word processor documents, spreadsheets, photos, movies, and music.

3.6.2 File Manager Presentation

Nautilus provides two modes in which you can interact with your filesystem: spatial and browser mode. You may decide which method you prefer and set Nautilus to always use this by selecting (deselecting) “Always open in browser windows” in the “Behavior” tab of the Nautilus preferences dialog.

The following explains the difference between the two modes:

Browser mode: browse your files and folders

The file manager window represents a browser, which can display any location. Opening a folder updates the current file manager window to show the contents of the new folder.

The browser window displays a toolbar with common actions and locations, a location bar that shows the current location in the hierarchy of folders, and a sidebar that can

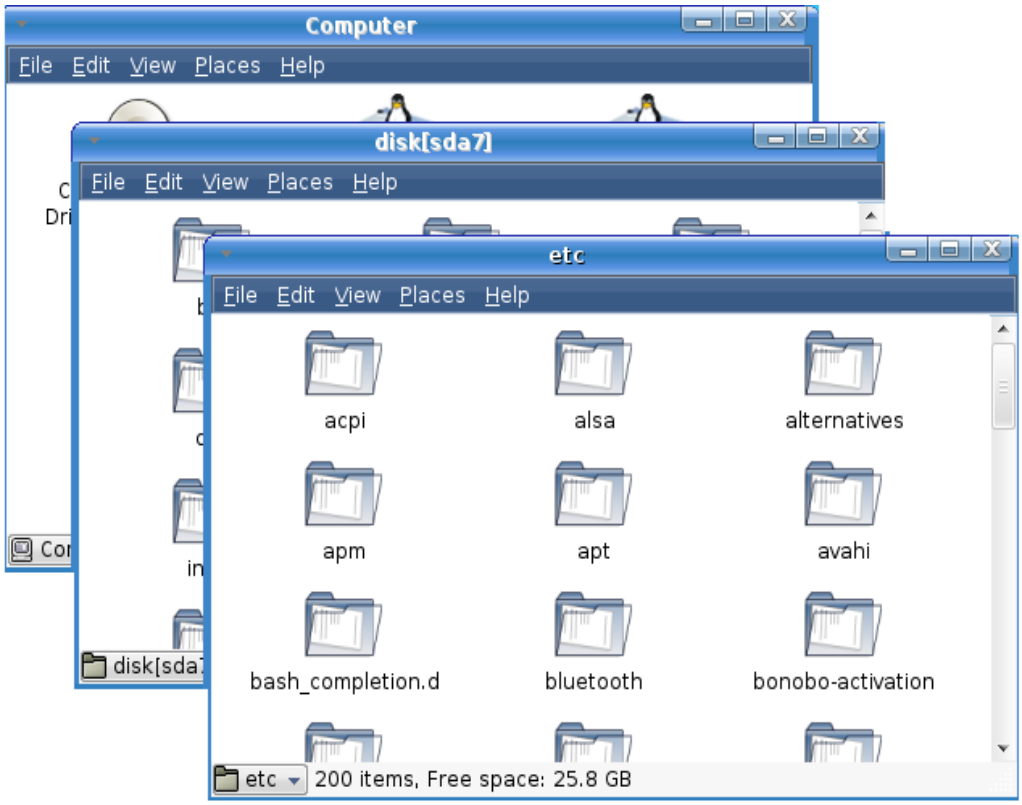
hold different kinds of information.

In Browser Mode, you typically have fewer file manager windows open at a time.

Spatial mode: navigate your files and folders as objects

The file manager window represents a particular folder. Opening a folder opens the new window for that folder. Each time you open a particular folder, you will find its window displayed in the same place on the screen and the same size as the last time you viewed it (this is the reason for the name 'spatial mode').

Using spatial mode may lead to more open file manager windows on the screen.



3.6.3 File Browser Window Components

The nautilus file browser window consists of the following elements:

Menu Bar

You can also open a popup menu from file manager windows. To open this popup menu right-click in a file manager window. The items in this menu depend on where you right-click. For example, when you right-click on a file or folder, you can choose items related to the file or folder. When you right-click on the background of a view pane, you can choose items related to the display of items in the view pane.

Toolbar

Contains buttons that you use to perform tasks in the file manager.

- Back - returns to the previously visited location. The adjacent drop down list also contains a list of the most recently visited locations to allow you to return to them faster.
- Forward - performs the opposite function to the “Back” toolbar item. If you have previously navigated back in time then this button returns you to the present.
- Up - moves up one level to the parent of the current folder.
- Reload - refreshes the contents of the current folder.
- Home - opens your Home Folder.
- Computer - opens your Computer folder.
- Search - opens the search bar.

Location Bar

The location bar is a very powerful tool for navigating your computer.

- Zoom buttons - Enable you to change the size of items in the view pane.
- View as drop-down list - Enables you to choose how to show items in your view pane.

Side Pane

Performs the following functions:

- Shows information about the current file or folder.
- Enables you to navigate through your files.

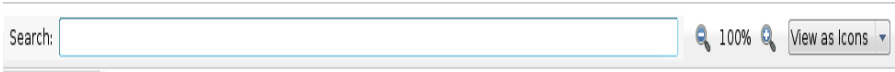
To display the side pane, choose **View -> Side Pane**. The side pane contains a drop-down list that enables you to choose what to show in the side pane. You can choose from the following options:

- Places - Displays places of particular interest.
- Information - Displays the icon and information about the current folder.
- Tree - Displays a hierarchical representation of your file system. You can use the Tree to navigate through your files.
- History - Contains a history list of files, folders, FTP sites, and URIs that you have recently visited.
- Notes - Enables you to add notes to your files and folders.
- Emblems - Contains emblems that you can add to a file or folder.

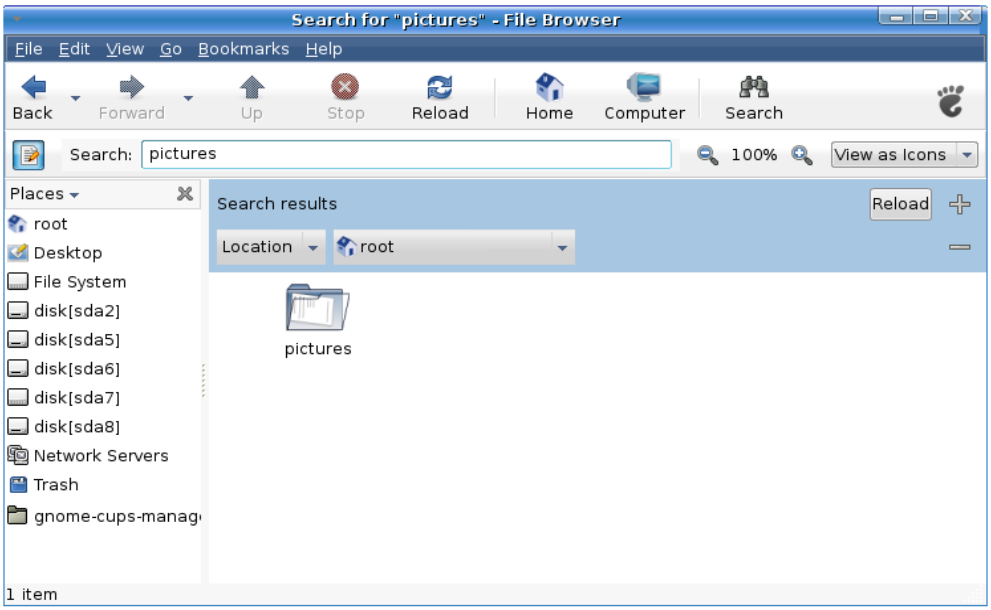
To close the side pane, click on the “X” button at the top right of the side pane.

3.6.4 Searching For Files

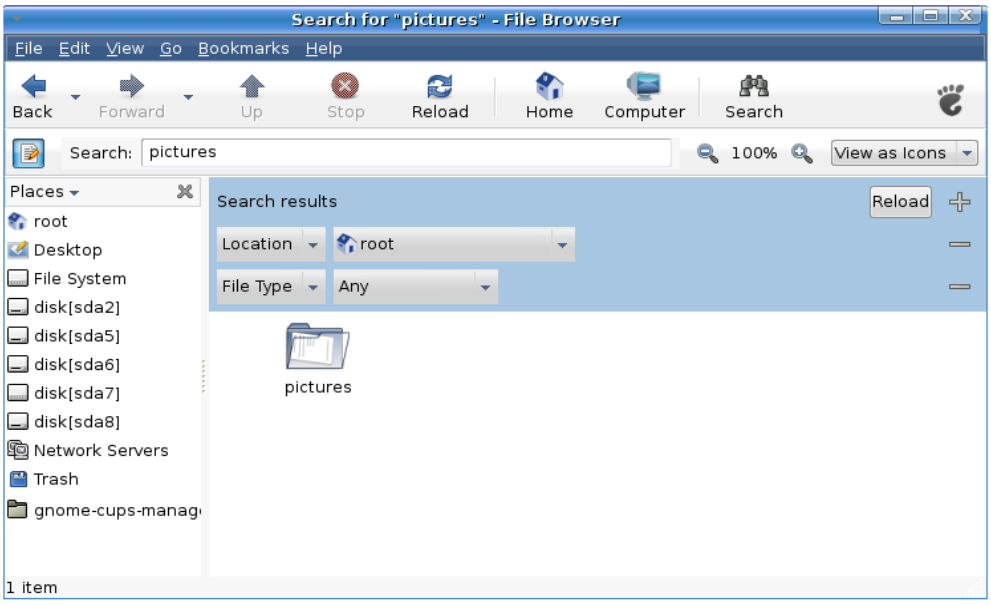
The Nautilus file manager includes an easy and simple to use way to search for your files and folders. To begin a search press *Ctrl+F* or select the “Search” toolbar button.



Enter characters present in the name or contents of the file or folder you wish to find and press *Enter*. The results of your search should appear in the view pane

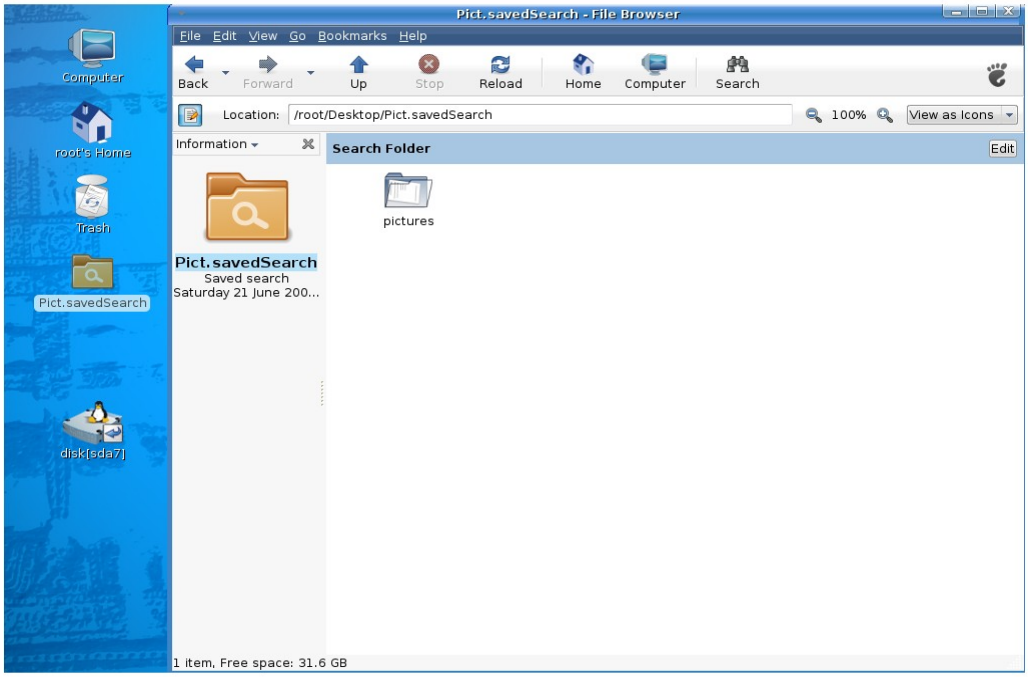


If you are not happy with your search you can refine it by adding additional conditions. This allows you to restrict the search to a specific file type or location. To add search conditions click the “+” icon.



3.6.4.1 Saving Searches

Nautilus searches can also be saved for future use. Once saved, searches may be reopened later.



Saved searches behave exactly like regular folders, for example you can open, move or delete files from within a saved search.

3.6.5 Using Views to Display Your Files and Folders

The file manager includes views that enable you to show the contents of your folders in different ways, icon view, and list view.

- Icon view - Shows the items in the folder as icons.
- List view - Shows the items in the folder as a list.

3.6.6 Moving a File or Folder

You can move a file or folder by dragging it with the mouse, or with the cut and paste commands. The following sections describe these two methods.

Drag to the New Location

To drag a file or folder to a new location, perform the following steps:

1. Open two file manager windows:
   - The window containing the item you want to move.
   - The window you want to move it to, or the window containing the folder you want to move it to.

2. Drag the file or folder that you want to move to the new location. If the new location is a window, drop it anywhere in the window. If the new location is a folder icon, drop the item you are dragging on the folder.

To move the file or folder to a folder that is one level below the current location, do not open a new window. Instead, drag the file or folder to the new location in the same window.

Cut and Paste to the new location

You can cut a file or folder and paste the file or folder into another folder, as follows:

1. Select the file or folder that you want to move, then choose **Edit -> Cut**.
2. Open the folder to which you want to move the file or folder, then choose **Edit -> Paste.**

3.6.7 Copying a File or Folder

You can copy a file or folder by dragging it with the mouse, or with the copy and paste commands. The following sections describe these two methods.

Drag to the New Location

To copy a file or folder, perform the following steps:

1. Open two file manager windows:
   - The window containing the item you want to move.
   - The window you want to move it to, or the window containing the folder you want to move it to.
2. Drag the file or folder that you want to move to the new location. If the new location is a window, drop it anywhere in the window. If the new location is a folder icon, drop the item you are dragging on the folder.

To copy the file or folder to a folder that is one level below the current location, do not open a new window. Instead, grab the file or folder, then press-and-hold Ctrl. Drag the file or folder to the new location in the same window.

Copy and Paste to the New Location

You can copy a file or folder and paste the file or folder into another folder, as follows:

1. Select the file or folder that you want to copy, then choose **Edit -> Copy**.
2. Open the folder to which you want to copy the file or folder, then choose **Edit -> Paste**.

3.6.8 Duplicating a File or Folder

To create a copy of a file or folder in the current folder, perform the following steps:

1. Select the file or folder that you want to duplicate.
2. Choose **Edit -> Duplicate**.

   A copy of the file or folder appears in the current folder.

3.6.9 Creating a Folder

To create a folder, perform the following steps:

1. Open the folder where you want to create the new folder.
2. Choose **File -> Create Folde**r. Alternatively, right-click on the background of the window, then choose “Create Folder”.

   An untitled folder is added to the location. The name of the folder is selected.
3. Type a name for the folder, then press *Enter*.

3.6.10 Renaming a File or Folder

To rename a file or folder perform the following steps:

1. Select the file or folder that you want to rename.
2. Choose **Edit -> Rename**. Alternatively, right-click on the file or folder, then choose “Rename...”.

   The name of the file or folder is selected.
3. Type a new name for the file or folder, then press *Enter*.

3.6.11 Moving a File or Folder to Trash

To move a file or folder to Trash perform the following steps:

1. Select the file or folder that you want to move to Trash.
2. Choose **Edit -> Move to Trash**. Alternatively, right-click on the file or folder, then choose “Move to Trash”.

Alternatively, you can drag the file or folder to the Trash object on the desktop.

When you move a file or folder from a removable media to Trash, the file or folder is stored in a Trash location on the removable media. To remove the file or folder permanently from the removable media, you must empty Trash.

3.6.12 Deleting a File or Folder

When you delete a file or folder, the file or folder is not moved to Trash, but is deleted from your filesystem immediately. The “Delete” menu item is only available if you select the “Include a Delete command that bypasses Trash” option in the **Edit -> Preferences** dialog.

To delete a file or folder perform the following steps:

1. Select the file or folder that you want to delete.
2. Choose **Edit -> Delete**. Alternatively, right-click on the file or folder, then choose “Delete”.

Alternatively, select the file or folder you want to delete, and press *Shift+Del*

3.6.13 Creating a Symbolic Link to a File or Folder

A symbolic link is a special type of file that points to another file or folder. When you perform an action on a symbolic link, the action is performed on the file or folder to which the symbolic link points. However, when you delete a symbolic link, you delete the link file, not the file to which the symbolic link points.

To create a symbolic link to a file or folder, select the file or folder to which you want to create a link. Choose **Edit -> Make Link**. A link to the file or folder is added to the current folder.

Alternatively, grab the item to which you want to create a link, then press-and-hold *Ctrl+Shift*. Drag the item to the location where you want to place the link.

By default, the file manager adds an emblem to symbolic links.

The permissions of a symbolic link are determined by the file or folder to which a symbolic link points.

3.6.14 File Permissions

Permissions are settings assigned to each file and folder that determine what type of access users can have to the file or folder. For example, you can determine whether other users can read and edit a file that belongs to you, or only have access to read it but not make changes to it.

Each file belongs to a particular user, and is associated with a group that the owner belongs to. The super user "root" has the ability to access any file on the system.

You can set permissions for three categories of users:

Owner - The user that created the file or folder.

Group - A group of users to which the owner belongs.

Others - All other users not already included.

For each category of user, different permissions can be set. These behave differently for files and folders, as follows:

read

- Files can be opened
- Directory contents can be displayed

write

- Files can be edited or deleted
- Directory contents can be modified

execute

- Executable files can be run as a program
- Directories can be entered

3.6.15 Changing Permissions

3.6.15.1 Changing Permissions for a File

To change the permissions of a file, perform the following steps:

1. Select the file that you want to change.
2. Choose **File -> Properties**. The properties window for the item is displayed.
3. Click on the “Permissions” tab.
4. To change the file's group, choose from the groups the user belongs to in the drop-down selector.
5. For each of the owner, the group, and all other users, choose from these permissions for the file:

   None - No access to the file is possible(You can't set this for the owner).

   Read-only - The users can open a file to see its contents, but not make any changes.

   Read and Write - Normal access to a file is possible: it can be opened and saved.
6. To allow a file to be run as a program, select “Execute”

3.6.15.2 Changing Permissions for a Folder

To change the permissions of a folder, perform the following steps:

1. Select the folder that you want to change.
2. Choose **File -> Properties**. The properties window for the item is displayed.
3. Click on the “Permissions” tab.

4. To change the folder's group, choose from the groups the user belongs to in the drop-down selector.
5. For each of the owner, the group, and all other users, choose from these folder access permissions:

   None - No access to the folder is possible (You can't set this for the owner.)

   List files only - The users can see the items in the folder, but not open any of them.

   Access files - Items in the folder can be opened and modified, provided their own permissions allow it.

   Create and delete files - The user can create new files and delete files in the folder, in addition to being able to access existing files.

To set permissions for all the items contained in a folder, set the “File Access” and “Execute” properties and click on “Apply permissions to enclosed files”.

3.6.16 Writing CDs or DVDs

Writing to a CD or DVD may be useful for backing up your important documents. To do this, your computer must have a CD or DVD writer.

A simple way to check what sort of CD or DVD drive your computer has is to choose **Places -> Computer** from the top panel menubar. If the icon for your CD drive has terms like "CD-RW" or "DVD(+-)R" in its label, then your computer is able to write discs.

You can start choosing files to burn to a disc at any time. The file manager provides a special folder for files and folders that you wish to write to a CD or DVD. From there you can easily write all of the content (which you place in this special folder) to a CD or DVD.

3.6.16.1 Creating Data Discs

To write a CD or DVD, perform the following steps:

1. Choose **Places -> CD/DVD Creator**. The file manager opens the CD/DVD Creator folder.

   In a File Browser window, this item is in the Go menu.
2. Drag the files and folders that you want to write to CD or DVD to the CD/DVD Creator folder.
3. Insert a writable CD or DVD into the CD/DVD writer device on your system.
4. Press the “Write to Disc” button, or choose **File -> Write to CD/DVD**. A Write to Disc dialog is displayed.
5. Use the Write to Disc dialog to specify how you want to write the CD

- Write disc to - Select the device to which you want to write the CD from the drop-down list. To create a CD image file, select the “File image” option. A CD image file is a normal file that contains all of the data in the same format as a CD, that you can write to a CD later.
- Disc name - Type a name for the CD in the text box.
- Data size - Shows the size of the data to be written to disc. The blank disk must be at least this size.
- Write speed - Select the speed at which you want to write the CD from the drop- down list.

6. Click on the “Write” button.

   If you selected the “File image” option from the “Write disc to” drop-down list, “Choose a filename for the disc image” dialog is displayed. Use the dialog to specify the location where you want to save the disc image file. By default, disc image files have a .iso file extension.

   A Writing disc dialog is displayed. This process takes some time. When the disc is written or when the disc image file is created, a message to indicate that the process is complete is displayed in the dialog.

3.6.16.2 Copying CDs or DVDs

You can create a copy of a CD or DVD, either to another disc or to an image file stored on your computer. To create a copy, perform the following steps:

1. Insert the disc you want to copy.
2. Choose **Places -> Computer** from the top panel menubar.
3. Right-click on the CD icon, and choose “Copy Disc”.
4. The Write to Disc dialog is displayed.

If you have only one drive with write capabilities, the process will first create a disc image file on your computer. It will then eject the original disk, and ask you to change it for a blank disk on which to write the copy.

3.6.16.3 Creating a Disc from an Image File

You can write a disc image to a CD or DVD. For example, you may have downloaded a disc image from the internet, or previously created one yourself. Disc images usually have a .iso file extension and are sometimes called iso files.

To write a disc image, right-click on the disc image file, then choose Write to Disc from the popup menu.

3.6.17 Accessing a Remote Server

You can use the file manager to access a remote server, be it an FTP site, a Windows share, or an SSH server.

To access a remote server, choose **File -> Connect to Server....** You may also access this dialog from the menu bar by choosing **Places -> Connect to Server....**

In the “Connect to Server” dialog, you may click on the “Browse Network” button to close this dialog and view services available on your network in a Nautilus window.

To connect to a remote server, start by choosing the service type, then enter the server address.

If required by your server, you may provide the following optional information :

- Port - Port to connect to on the server. This should only be used if it is necessary to change the default port, you would normally leave this blank.
- Folder - Folder to open upon connecting to server.
- Name to use for connection - The designation of the connection as it will appear in the file manager.

If the server information is provided in the form of a URI, or you require a specialized connection, choose “Custom Location” as the service type.

Once you have filled in the information, click “Connect” button. When the connection succeeds, the contents of the site are displayed and you may drag and drop files to and from the remote server.

3.7 Finding Data on your Computer

The “Search for Files” application enables you to search for files on your system.

To start search choose **Places -> Search for Files...**

3.7.1 To Perform a Basic Search

To perform a basic search for a file on the system, perform the following steps:

1. Enter the search text in the “Name contains:” field. The search text can be a filename or partial filename, with or without wildcards, as shown in the following table:

Name Contains Text	Example	Result
Full or partial filename	myfile.txt	Search for Files searches for all files that contain the text myfile.txt in the filename.
Partial filename combined with wildcards (*, [,])	*.[ch]	Searches for all files that have extension .c or .h

2. In the “Look in folder:” field, select the folder or device from which you want Search for Files to begin the search.
3. Click “Find” to perform the search.

Search for Files searches in the directory that you specify and the subdirectories of the directory. Search for Files displays the results of the search in the Search results list box. If Search for Files does not find any files that match the search criteria, the application displays the message "No files found" in the Search results list box.

3.7.2 To Add Search Options

You can add additional options to search for a file on the system. To add search options, perform the following steps:

1. Click on the “Select more options” text.
2. Click on the “Available options:” drop-down list.
3. Select the search option that you want to apply.
4. Click “Add”.
5. Specify the required search information for the search option
6. Repeat the above steps for each search option that you want to apply.

To remove a search option from the current search, click on the “Remove” button next to the option.

To disable the search options from the current search, click on the “Select more options” text.

3.7.3 To Stop a Search

Click “Stop” to stop a search before Search for Files completes the search.

3.7.4 To Open a Displayed File

To open a file displayed in the Search results list box, perform one of the following steps:

- Right-click on the file, then choose “Open”.
- Double-click on the file.

To open the folder that contains a file displayed in the Search results list box, right-click on the file, then choose “Open Folder”.

3.7.5 To Delete a Displayed File

To delete a file displayed in the Search results list box, right-click on the file, then choose “Move to Trash”.

3.7.6 To Save the Search Results

To save the results of the last search that Search for Files performed, right-click in the Search results list, then choose “Save Results As...”. Enter the name of the file to which you want to save the results, then click “Save”.

4.Customizing Desktop Settings

You can change the way your desktop looks and behaves to suit your own personal tastes and needs.

4.1 Changing Individual Desktop Elements

4.1.1 Creating New Desktop Objects

To create a new folder,

1. Right-click an empty space on the desktop.
2. From the popup menu, choose “Create Folder”.
3. An untitled folder appears on the desktop. Rename the folder.

To create a new file,

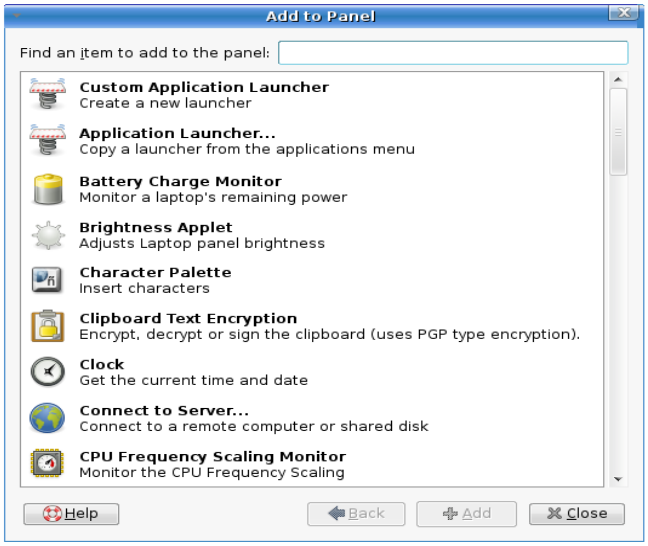
1. Right-click an empty space on the desktop.
2. From the popup menu, choose “Create Document”. From the sub menu choose “Empty File”.
3. A file with name “new file” appears on the desktop.

To change the properties, of the objects in the desktop right click the object and select “properties”. A dialog appears with five tabs where you can change the properties of the object such as permissions.

4.1.2 Changing Panel Elements

To add new elements to the panel,

1. Right click on the empty space on the panel and select “Add to Panel...”



2. Select the element you want to add to the panel. Then click “Add” button.
3. Now you can see that element on the panel.

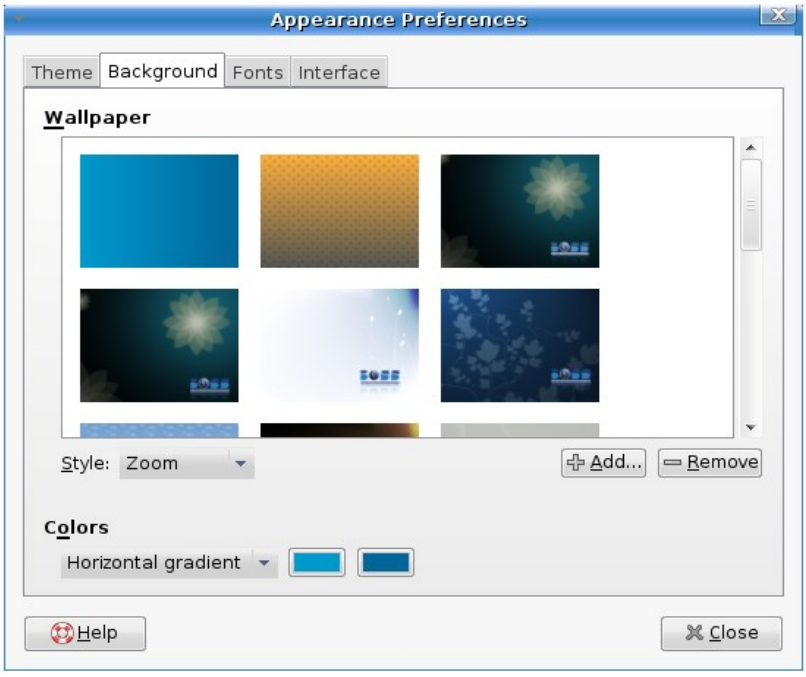
To remove an element from the panel right-click on the element you want to remove and select “Remove From Panel”.

4.2 Changing the Desktop Settings

You can change a variety of settings, such as the desktop background, screen saver, fonts, keyboard and mouse configuration, and sounds.

4.2.1 Changing the Desktop Background

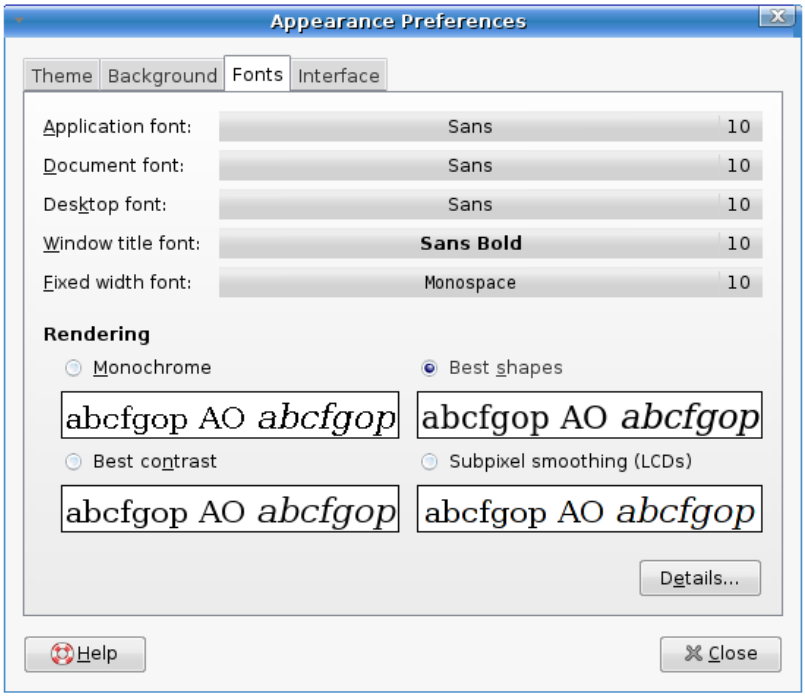
To change the desktop background, right-click on the desktop and select “Change Desktop Background” or choose **System -> Preferences -> Appearance** and click **“Background”** tab.The following window appears.



Select the wallpaper you like and click “Finish”. If you want to add wallpaper stored in another location click “Add WallPaper” button. Choose the location of the new wallpaper and click “Finish”.

4.2.2 Changing the Desktop Font

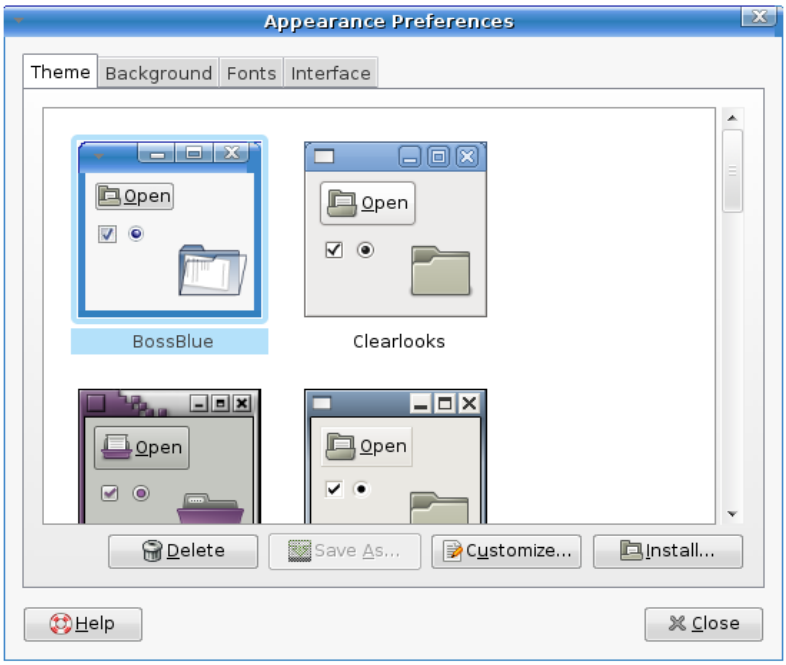
To change the desktop font, choose **System -> Preferences -> Appearance** and click **“Fonts”** tab. A new window appears. In that select the “Desktop font” option.



Select the font and click “OK”.

4.2.3 Changing the Desktop Theme

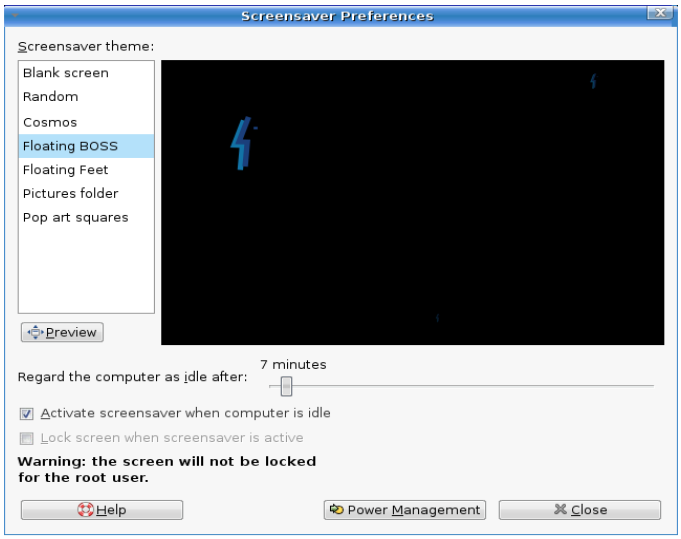
To change the desktop theme choose, **System -> Preferences -> Theme**. The following window appears.



Select the theme you want and click “close”.

4.2.4 Changing the Screen Saver

To select a screen saver choose **System -> Preferences -> Screensaver**. The following window appears.



Select the screen saver you want and click “close”.

4.3 gDesklets

gDesklets is a system for bringing mini programs (desklets), such as weather forecasts, news tickers, system information displays, or music player controls, onto your desktop, where they are sitting there in a symbiotic relationship of eye candy and usefulness. The possibilities are really endless and they are always there to serve you whenever you need them.

The small programs that run inside gDesklets are called desklets. Some of them include:

Clocks

Calendars

Weather

RSS feed aggregators

Controls for other applications (such as XMMS and Gaim)

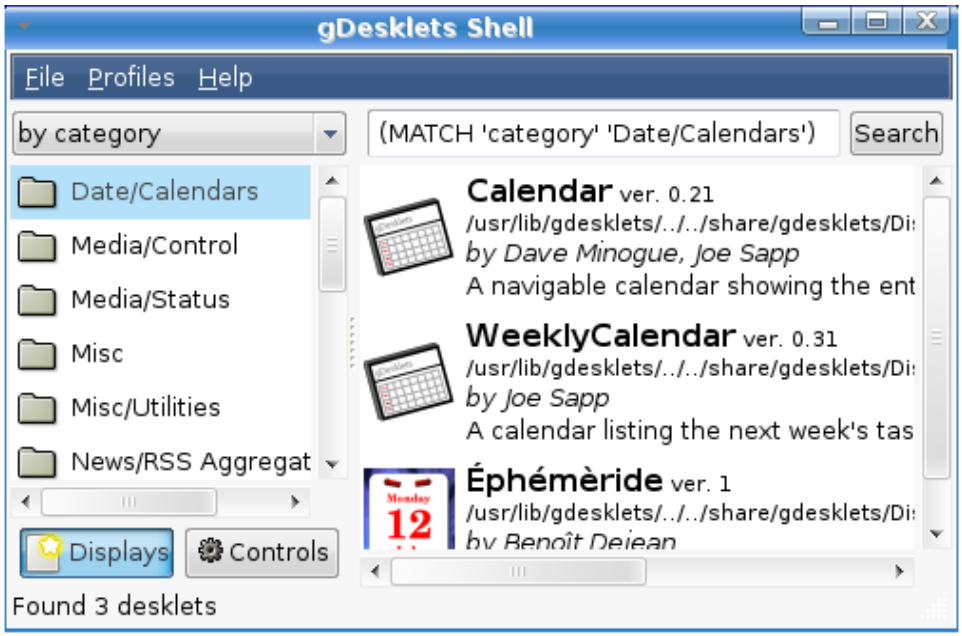
Animated toolbars

Desktop notes

System monitors

To start gDesklets choose **Applications -> Accessories -> gDesklets.**

The following window appears



- To place a desklet in the desktop, double-click the desklet. For example in the above window to place “Calendar” in the desktop double-click “Calendar”. Drag the mouse pointer to the desktop. The mouse pointer changes into a hand symbol. Click the left mouse button to place that desklet in the desktop.
- To configure the desklet right-click on that desklet and choose “Configure desklet”.
- To remove the desklet from the desktop place the mouse arrow above that desklet. Click the right-mouse button and select “Remove desklet”. A window appears. In that click “Delete”.
- To place the desklet in any other position in the desktop place the mouse arrow above that desklet. Click the right-mouse button and select “Move desklet”. The mouse pointer changes into hand symbol. Move the desklet to the position where you want to place it and then click the left mouse button.

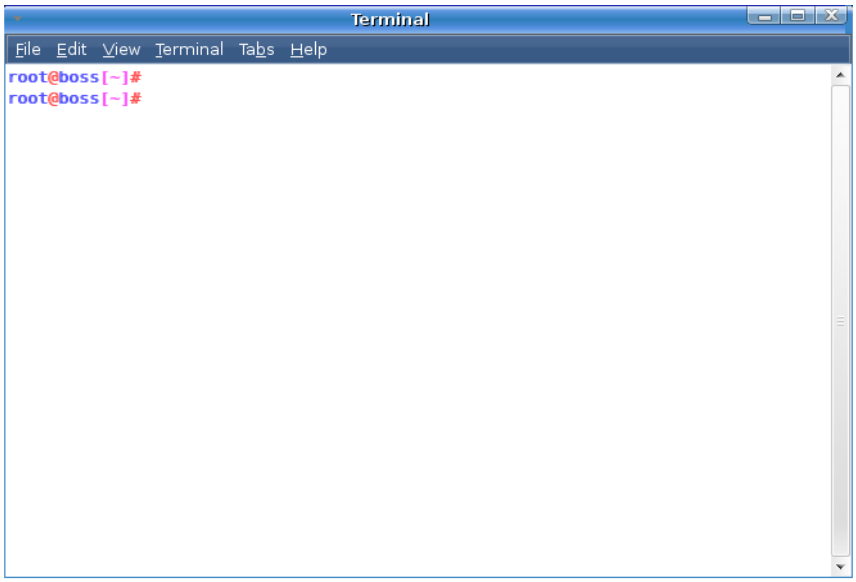
5. Linux Basics with BOSS GNU/Linux

This section covers the Linux basics, which helps you to work with BOSS GNU/Linux. This covers only the basics as this is not the Linux Guide. This just helps you to get startup with BOSS GNU/Linux and help you in using for basic installation of packages and view the contents etc. If you want to learn about Linux in detail, then please find some document which is completely written for Linux and work with BOSS GNU/Linux. If you find any difficulty anywhere while using BOSS GNU/Linux, then inform us at bosslinux@cdac.in

5.1 Opening a Shell Prompt

The desktop offers access to a *shell prompt*, an application that allows you to type commands instead of using a graphical interface for all computing activities. While *BOSS GNU/Linux Quick Start Guide* primarily focuses on performing tasks using the graphical interface and graphical tools, it is sometimes useful and faster to perform tasks from a shell prompt.

You can open a Shell prompt/Terminal by selecting **Applications -> Accessories -> Terminal**.



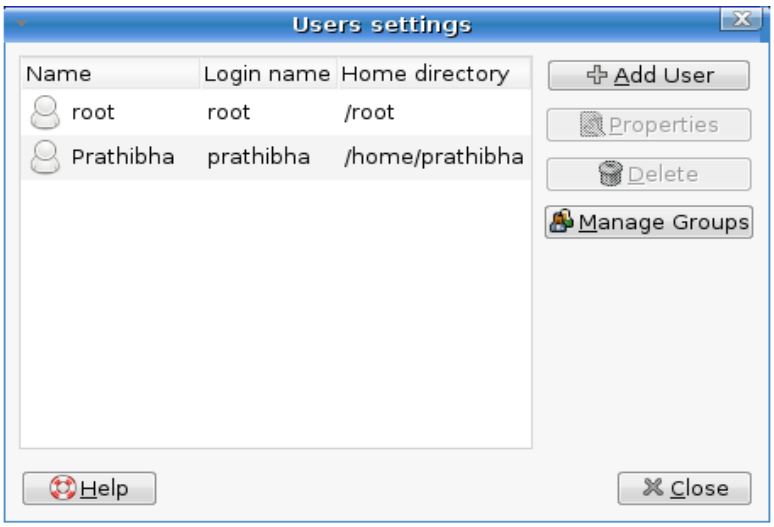
To exit a shell prompt, click the **X** button on the upper right corner of the shell prompt window, or type **`exit`** at the prompt.

5.2 Create a New User

During the installation process of BOSS GNU/Linux, you will be able to create one user account. If you want to create some more user accounts after installation then you can use the Graphical Interface for users creation else you can go with the shell prompt. First we will discuss about the GUI method later we will discuss about the shell prompt method

To create new user account

- Select **System -> Administration -> Users and Groups** from the menu else you can start this GUI from the shell prompt by typing *users-admin.*
- If you are not logged in as root, you will be prompted for root password.
- The following window will appear.



- Click on **Add User,** which opens an interface to enter details about the username, password etc. Enter all the details and click on **OK**. Thus the new user is added.

To create a user from shell prompt:

- Open the terminal and type **adduser.**
- If you are not logged in as root then type su to change to root user and execute the **adduser** command.
- It prompts you to enter the password for the newly created user and further details. You can skip the details if you doesn't need them.

5.3 Documentation for Linux Commands

If you want to learn more about the linux commands then you can see the man pages for each command which explained you the details about the command and its usage. Man pages of a command are nothing but the manual pages. They can be viewed by using the man command. Like:

Syntax :

```
$ man <command>
```

Example :

```
$ man ls    // Displays the help page for the ls command
```

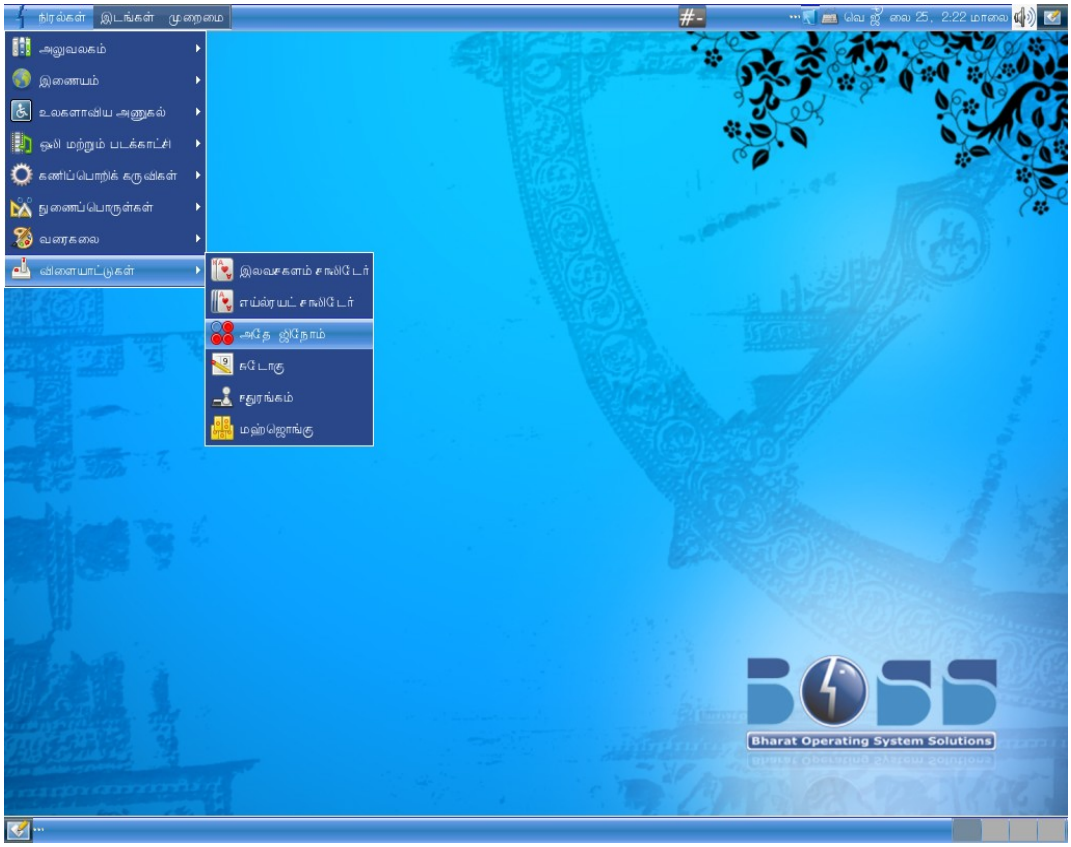
6. Localization

6.1 Desktop in various Languages

You can see the BOSS GNU/Linux Desktop in your local languages. Present BOSS GNU/Linux is supporting Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil and Telugu desktops. By default BOSS GNU/Linux will show the English Desktop. To change the Desktop to any other language you need to logout, select the language and then login again.

When you logout, click on the “Language” menu in the bottom left corner. It will show you the different languages supported by BOSS GNU/Linux in the menu. Select the language and click “OK”. Enter the username and password. A dialog box will pop-up asking you to “set the language as default” or “Just for this session”. Select the appropriate one and proceed further.

Following is the screenshot for the Tamil desktop.



BOSS GNU/Linux GNOME - Tamil Desktop

6.2 Keyboard Input Method to support different keyboard layouts

The Smart Common Input Method platform (SCIM), is an input method platform supporting more than thirty languages (CJK and many European languages) for POSIX-style operating systems including Linux and BSD.

How to Configure different Keyboard using SCIM in BOSS GNU/Linux

Open Gedit/Vi/OpenOffice.

- Press *control+space* to invoke toggle notification icon on task bar.
- It will show menu of Input Methods available in BOSS GNU/Linux.
- Select any language. Example Tamil.

Three different type of keyboards are supported

i) **Phonetic Keyboard:** Keyboards are widely used and it has got the English keys in it. So, type some Indian language through this keyboard, the Indian alphabets are written phonetically (a combination of keys can be used to represent one Indian language character) using the English alphabets. For example, the first letter of hindi alphabet can be written as 'ka' through English phonetic keyboard.

ii) **Inscript Keyboard :** Keyboards are used which contains Indian alphabets as the key of this keyboard. So by typing those keys the content of that language can be written.

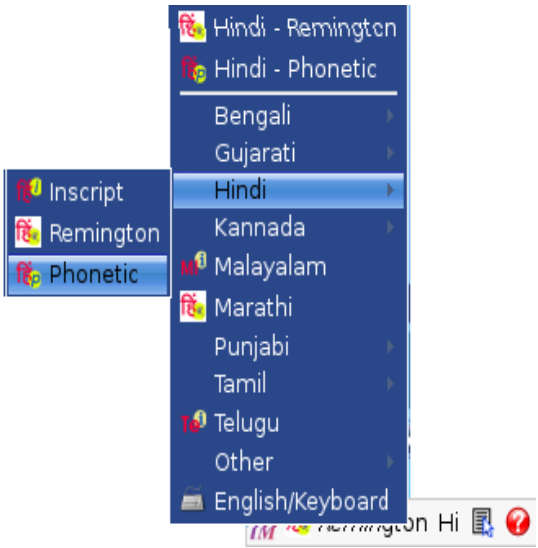
iii) **Remington Keyboard:** Keyboard also contains keys of the Indian languages and the arrangement of the keys follow the arrangement of a typewriter.

How to use scim

Open the editor in which ever you want to type in different language, either Text Editor or OpenOffice.

Now press *Ctrl+Space* to activate the languages. You can see the languages activated in the bottom right corner as shown below:

Click on the window displayed like above, you will see the languages list and the respective keyboards supported. Select the language and keyboard support and start typing.



Supported Languages in BOSS GNU/Linux are Hindi, Tamil, Telugu, Malayalam, Punjabi, Marathi, Bengali, Gujarati, and Kannada.

Bengali Inscript Layout

Gujarathi Inscript Layout

Kannada Inscript Layout

Malayalam Inscript Layout

Tamil Inscript Layout

Telugu Inscript Layout

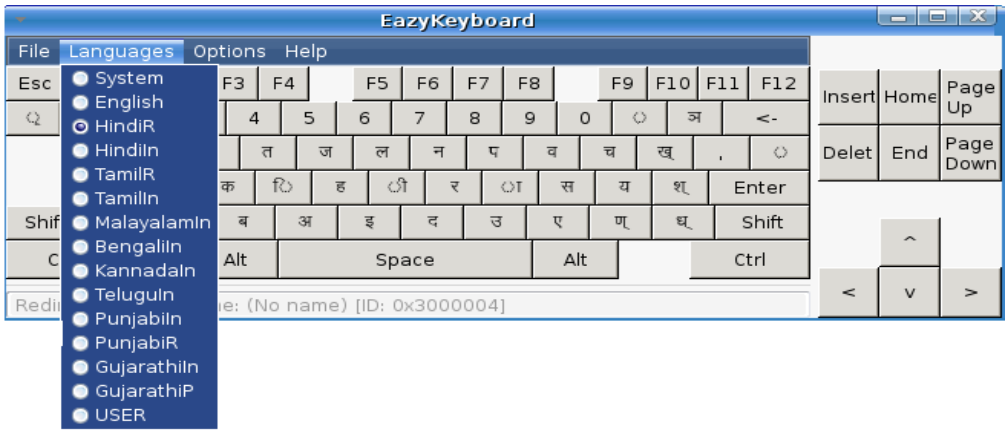
6.3 OnScreen Keyboard

OnScreen Keyboard is a utility that displays a virtual keyboard on the computer screen that allows people with mobility impairments to type data by using a pointing device or joystick. Besides providing a minimum level of functionality for some people with mobility impairments, OnScreen Keyboard can also help people who do not know how to type. On Screen Keyboard is the other way which allows you to type in your native language and create your documentations, mails etc.

Usage of the OnScreen Keyboard

1. Start the OnScreen Keyboard through **Applications -> Accessories -> OnScreen Keyboard** or type **eazykeyboard** in terminal and press *Enter*

2. Select the language from, “Languages” menu.



The extra letters along with the language indicate the type of keyboard layout.

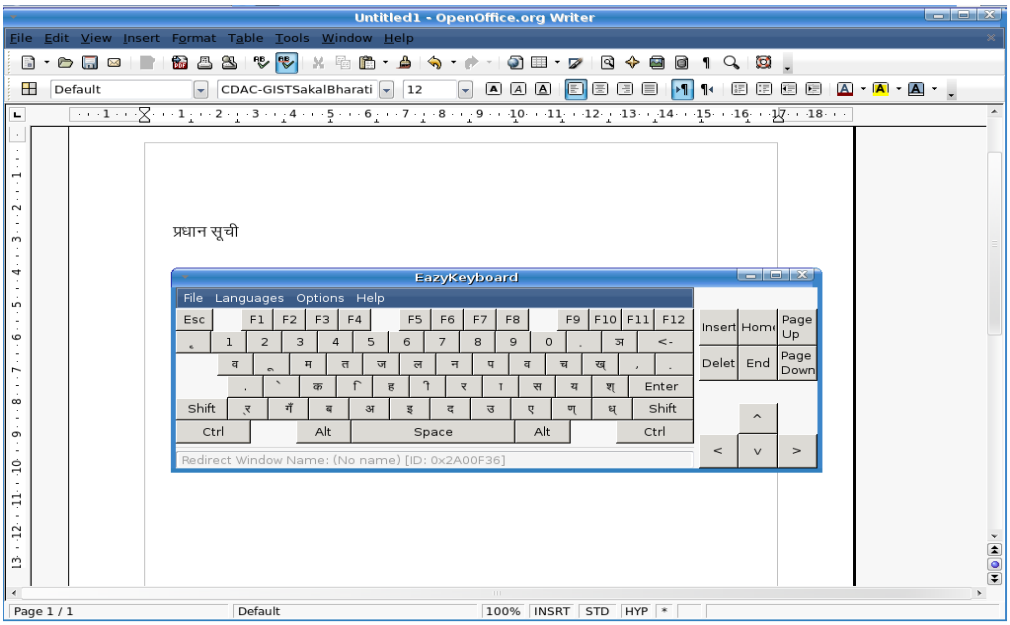
R – Remington

In – Inscript

eg: HindiR represents Hindi Remington Keyboard and HindiIn represents Hindi Inscript Keyboard

3. Type in different languages

Now you can open any of your favorite editor, and start typing in Hindi,Tamil, Malayalam, Bengali, Kannada, Telugu, Punjabi, Gujarathi languages.



Enjoy using OnScreen Keyboard

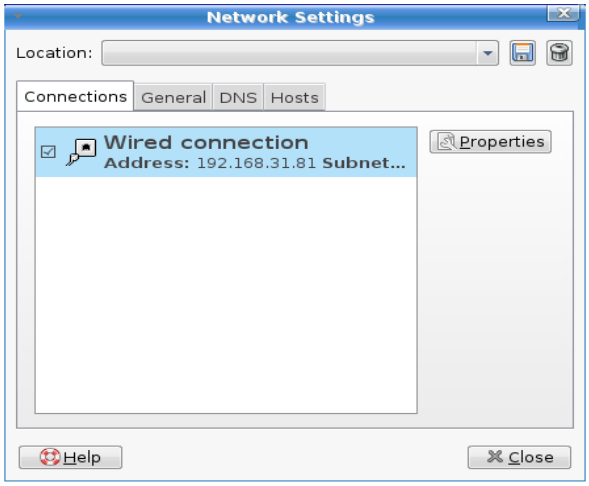
7. Networking

Configuring Network has some simple steps to be followed:

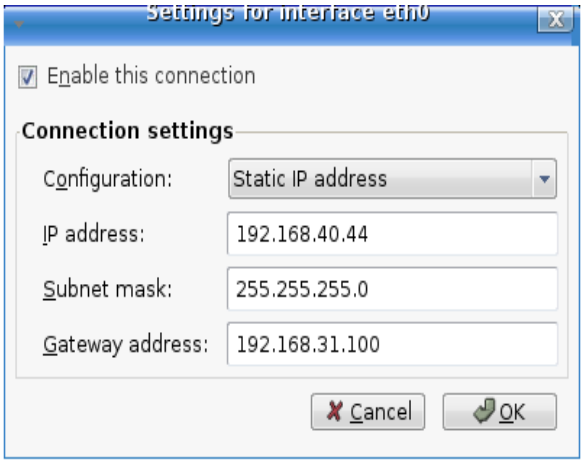
7.1 Networking through Ethernet

1. Go to **System -> Administration -> Network** or type **network-admin** in terminal and press *Enter*

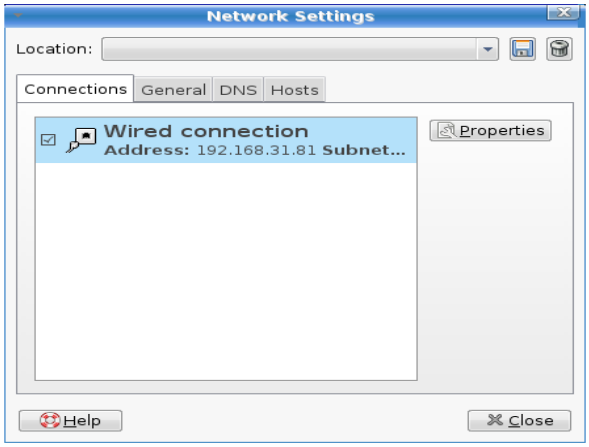
2. Select the Wired Connection



3. Set the IP address , Gateway etc., and click “OK”.



4. Click the “Close” button.



7.2 Setting up Dial-up connection in BOSS

Dial-up access is a form of Internet access through which the client uses a modem connected to a computer and a telephone line to dial into an Internet service provider’s (ISP) node to establish a modem-to-modem link, which is then routed to the Internet.

BOSS includes some useful utilities to get your dial-up connection up and running.

- Using networking option in BOSS
- using gnome-ppp
- using wvdialconf & wvdial

Note: Make sure your modem drivers are installed or not.

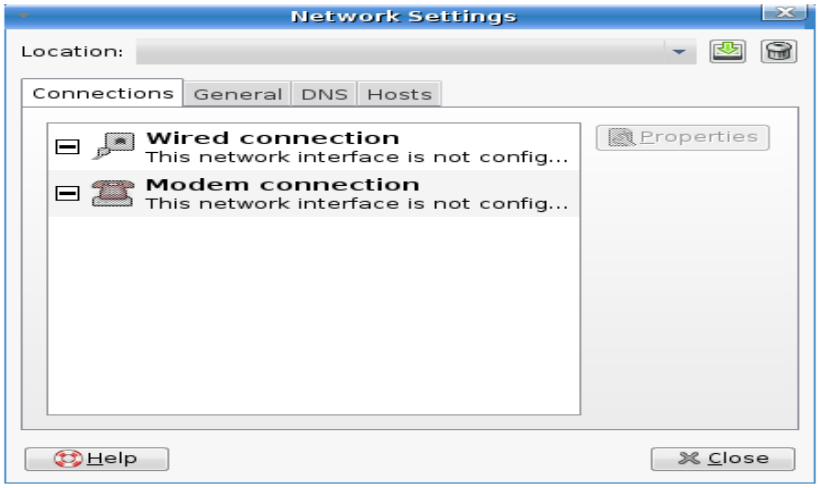
Before Starting:

Before configuring Dial-up connection you need to have the following information from your ISP

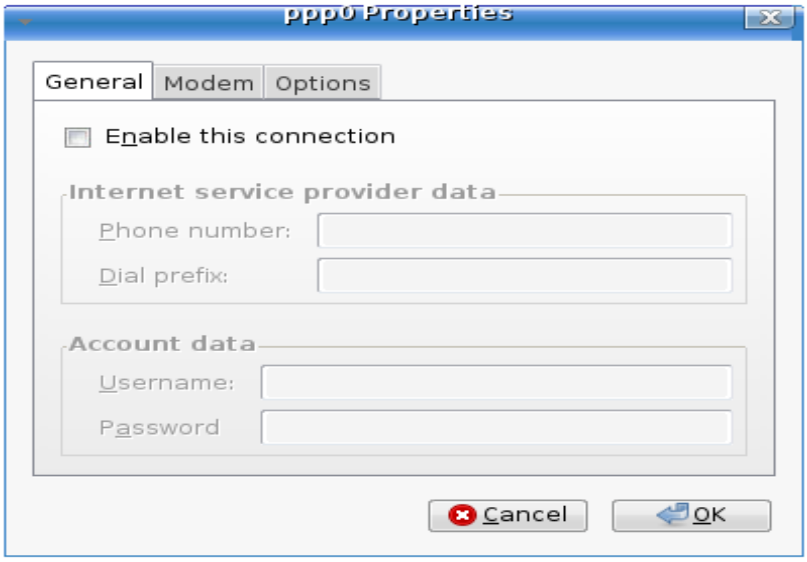
- Username
- Password
- Dial-in number

7.2.1 Configuring a Dial-Up Connection using Networking option

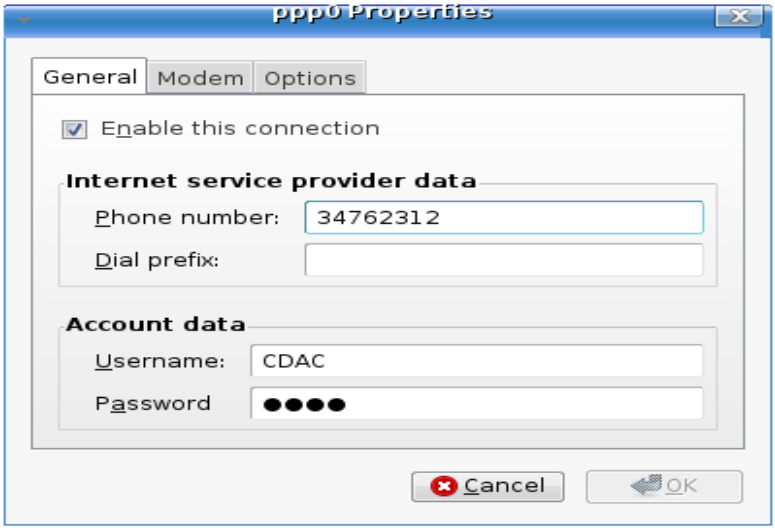
Choose **System -> Administration -> Network** or type **network-admin** in terminal and press *Enter*. The following screen appears:



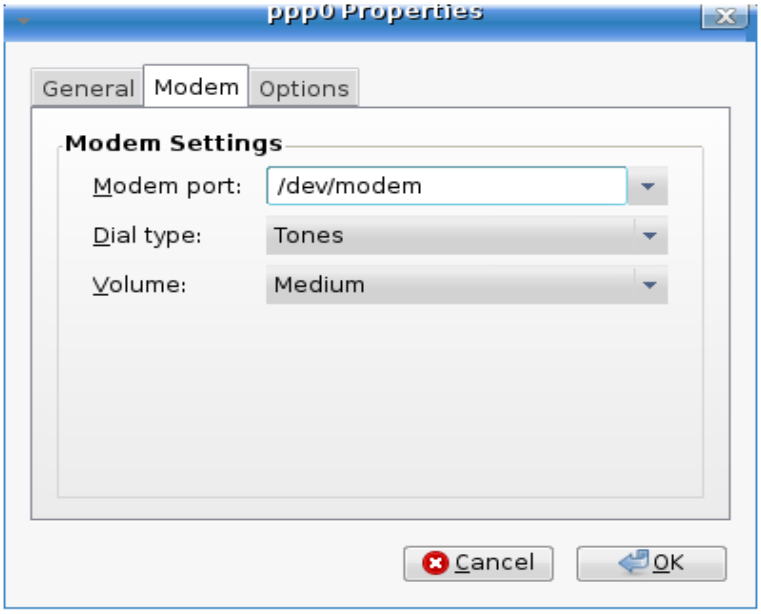
Click “Modem Connection” and click “Properties”. The following screen appears:



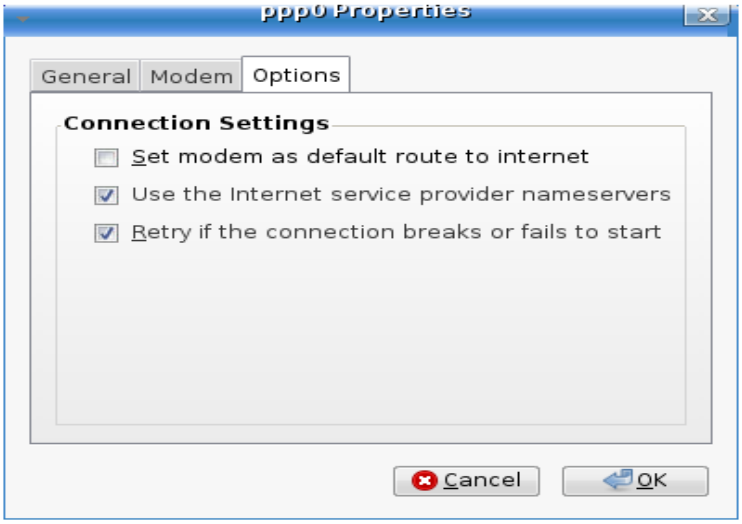
Enable the connection by ticking “Enable this connection” . Then enter the ISP's phone number as well as your username and password.



Next, click on the “Modem” tab to specify details about your modem and also configure the speaker volume. Most telephone systems use tone dialing nowadays, so make sure this is selected .



Click on “Options” tab. If you are using a laptop, then you will probably want to uncheck “Set modem as default route to the Internet”. Tick it when you are expecting to use your dial-up connection though, and BOSS will use this connection to get out onto the Internet. You need to select other two options.



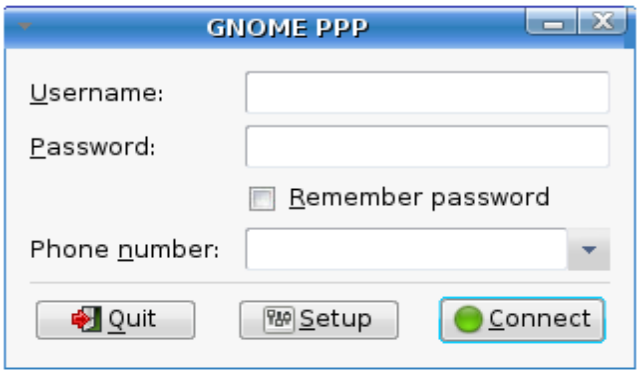
Use **Modem Monitor** and **Networking Monitor** panel applet to start, stop and monitor modem connections.

7.2.2 Configuring a Dial-Up Connection using GNOME PPP

GNOME PPP is a modem dial-up tool.

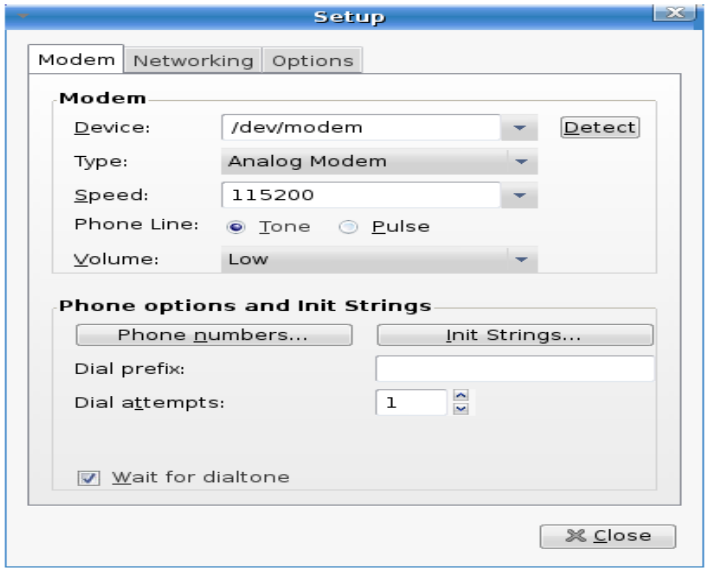
GNOME PPP is an easy to use graphical dial-up connection configuring and dialing tool with system tray icon support.

To open GNOME PPP, choose **Applications -> Internet -> GNOME PPP**. The following screen appears:

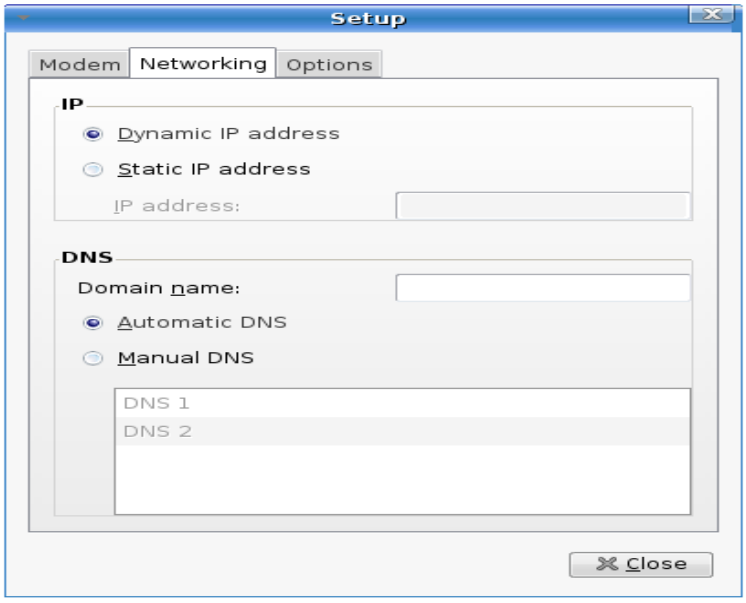


Click on “Setup” to configure the settings.

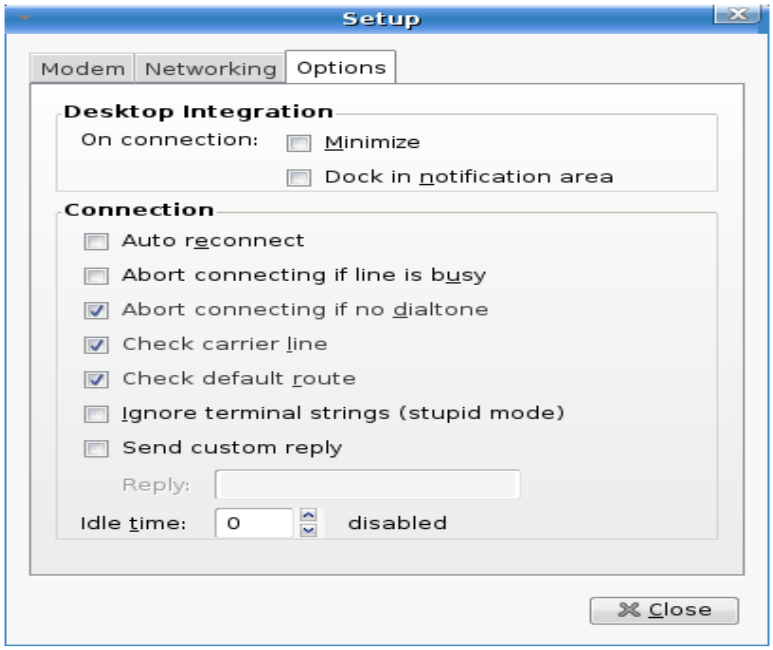
In the following screen configure the modem settings.



Next click on “Networking” tab to configure the network settings.



Next click on “Options” tab to configure general options



Click “Close”. Enter the ISP's phone number as well as your username and password.

7.2.3 Configuring a Dial-Up Connection using wvdial & wvdialconf

WvDial is a command-line pppd driver. It has two main components, wvdialconf and wvdial. Both must be run as root.

Making a New Connection

1. Run **wvdialconf** to generate a configuration file containing information about your modem and ISP.
2. wvdialconf probes your com ports, looking for a modem, and determine the capabilities of any modems it finds.

If your output looks different, check that your modem is plugged in, turned on, and connected to a com port.

Configuring WvDial

1. Once you have run wvdialconf, you need to **edit the /etc/wvdial.conf file** to reflect the phone number to dial, and your username and password.
2. Open up /etc/wvdial.conf in your favorite text editor. It should look something like this:

   ```
   [Dialer Defaults]
   Modem = /dev/ttyS1
   Baud = 115200
   Init1 = ATZ
   Init2 = ATQ0 V1 E1 S0=0 &C1 &D2 S11=55 +FCLASS=0
   ; Phone = 555-1212
   ; Username = my_login_name
   ; Password = my_login_password
   ```
3. Remove the ';' in front of the Phone, Username and Password lines
4. Fill ISP phone number on the **Phone = line**.
5. Fill your **Username** on the **Username = line**.
6. Fill your **Password** on the **Password = line**.
7. Save your changes and exit out of the text editor.

Connecting to the Internet

Run **wvdial** command in terminal. Assuming that you filled in your phone number, username, and password correctly, wvdial will now dial your ISP.

Disconnecting from the Internet

wvdial will not exit until the connection is terminated- you can do a *Ctrl+C* to terminate it.

7.3 Setting up Broadband Internet connection in BOSS

If your ISP assigned a username and password to use when you connect to your broadband Internet connection, then you must set up PPPoE before you can connect to the Internet. Click **Applications -> System Tools -> ADSL/PPPOE Configuration**. This application will attempt to detect PPPoE use on your network, and then enter your username and password to connect to the ISP.

- If there is any previous connection make the required modifications.
- Normally the "Use Peer DNS" and "Limited MSS problem" are set YES
- If you want your internet connection to be set up every time you login.,then give YES for Startup option.
- Set the connection immediately and enjoy surfing in BOSS.

If you don't want to go for a startup option, then you can start the connection manually everytime on demand through terminal by using the following command:

sudo pon dsl-provider

To stop the ADSL connection type
sudo poff dsl-provider

Later in case if you want to set up the connection everytime in startup.,ie at booting time.,
sudo gedit /etc/network/interfaces

and add the below lines to the file
pre-up /sbin/ifconfig eth0 up # line maintained by pppoeconf
auto dsl-provider
iface dsl-provider inet ppp
provider dsl-provider

7.4 Wireless Connection

To configure network click **System -> Administration -> Network** or type **network-admin** in terminal and press *Enter*.

Select “Wireless Connection” in the screen that appears.

Now, by default, all the network interfaces are not configured. The default interface for your wired connection is **eth0**, the default interface for your wireless connection is **eth1**, while that for your modem should be **ppp0**. Click on “Wireless Connection”, and then click “Properties”.

Once you've filled your SSID (network name) and WEP key (if there is one), then you have to make sure that you have the correct IP address. If there is no IP address, leave it on “Automatic configuration(DHCP)” which is the default. If there is, change the configuration to “Static IP address”, and input your IP address in the fields provided. After you've clicked “OK”, you are ready to go.

8. Hardware Configurations

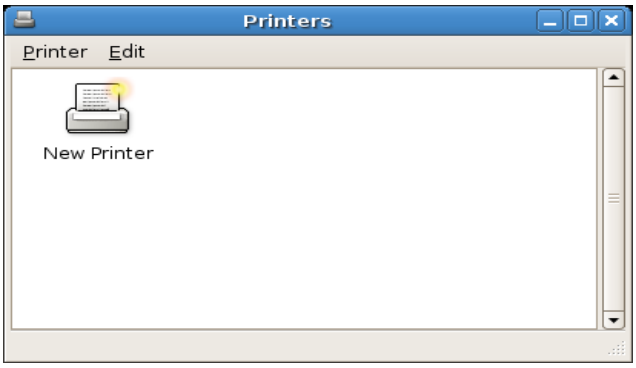
8.1 Printers

BOSS GNU/Linux contains drivers for most of the Printers, just you have to configure the printer IP. The procedure consist of 4 steps:

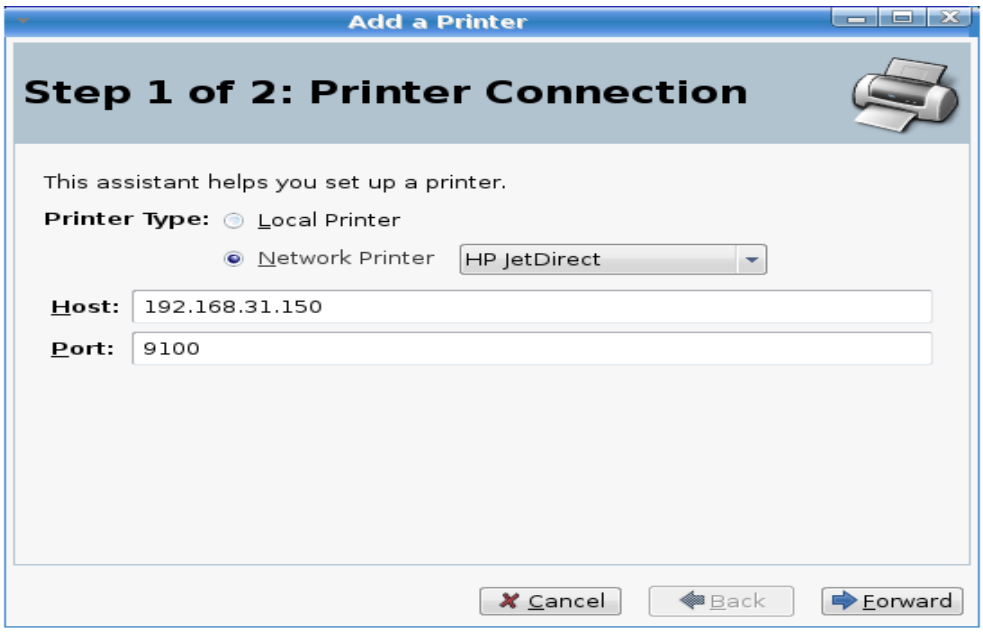
Steps for Printer Configuration

1. Go to **System -> Administration -> Printing** or type **gnome-cups-manager** in terminal and press *Enter*

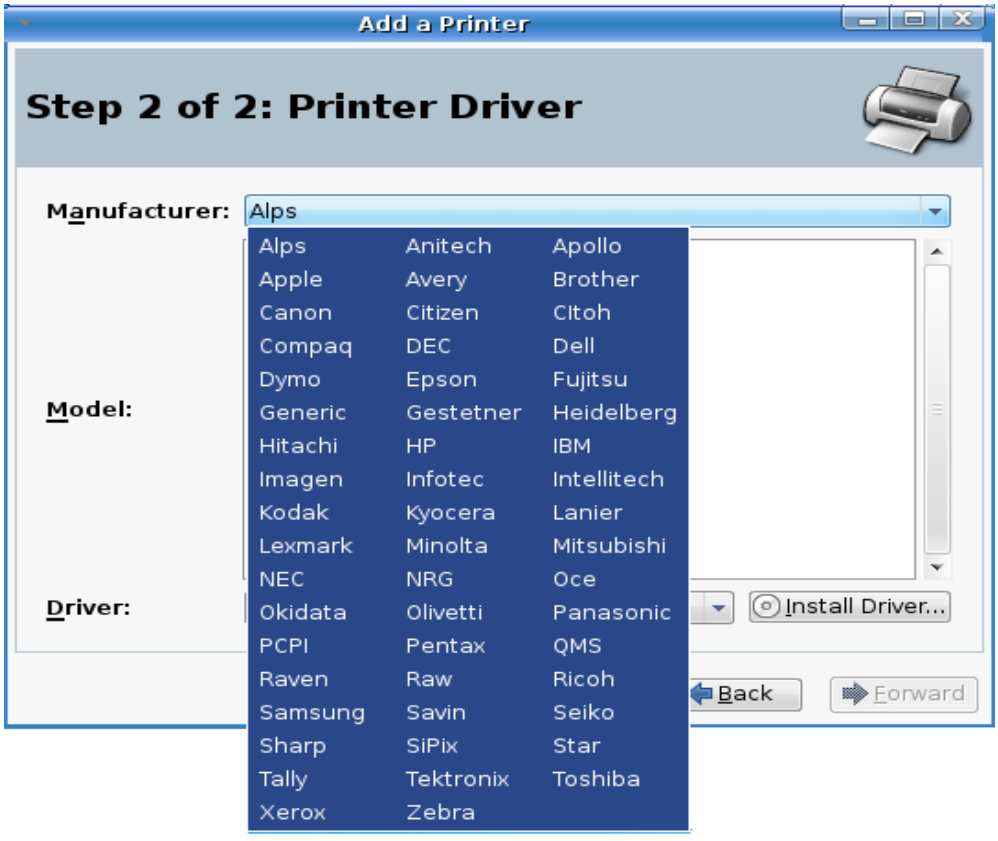
2. Double Click on “New Printer”

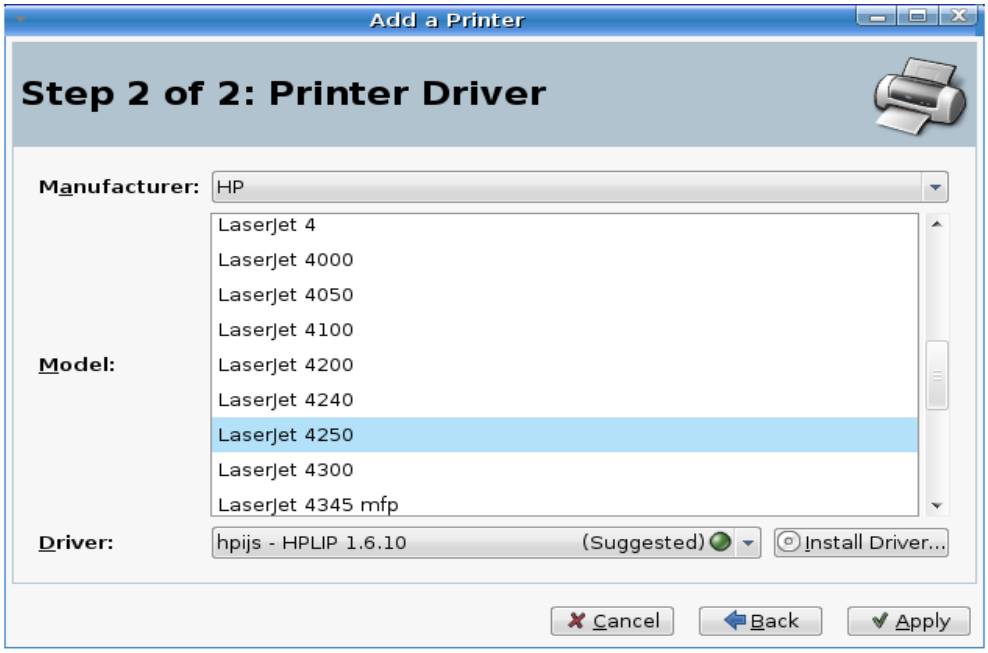


3. Select the Network Printer, select the type of the printer and enter the IP address, click “Forward”



4. Select the Printer Company and then the model as shown in the following images, and click “Apply”

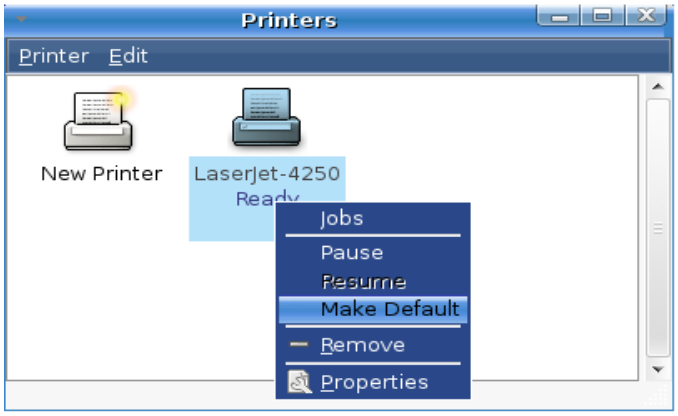




So, now your printer is configured successfully.

To make it as Default Printer,

Just right click on the printer configured and select “Make Default”



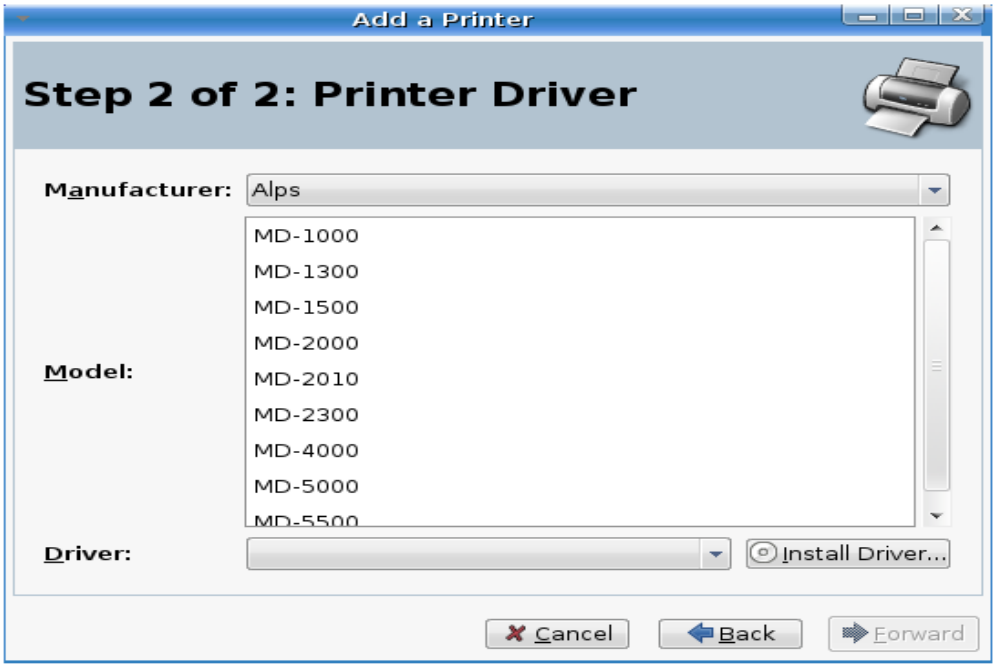
Installing Printer drivers externally if not available in BOSS GNU/Linux

If you are not able to find your printer model in the list provided in “Step 2 of 2 Printer Driver” then download the divers from the following website:

http://www.linuxprinting.org/printer_list.cgi

Here you select the printer company and the model from the select box and click on “Show”. This will follow up a page where you need to search for the Recommended Drivers line and click on “Custom PPD” or “Download PPD” [Differs based on printer]. Save this PPD file in your system.

Now Select the Printing option from **System –> Administration –> Printing** as shown above and in the Step 2 of configuration (figure shown below) click on “Install Driver” and select the saved PPD file. This installs your printer divers into your system.



8.2 Scanner Usage

Plug-in the Scanner and select XSane Image Scanning Program from **Applications -> Graphics -> XSane Image Scanning Program** or type **xsane** in terminal and press *Enter*

The scanner will be detected and the images can be scanned now.

If your scanner drivers are not already present in BOSS GNU/Linux then you can download them from the link http://www.sane-project.org/sane-mfgs.html and install the drivers. The steps for installation are mentioned in the software itself.

8.3 USB

As soon as the USB is plugged in, it is auto detected and can be used without any manual mounting and configuring.

8.4 Webcam, Digital Camera

Connect the device to your system.

To use Webcam choose **Applications -> Graphics -> Camorama Webcam Viewer** or type **camorama** in terminal and press *Enter*.

To use Digital Camera choose **Applications -> Graphics -> gtkam** or type **gtkam** in terminal and press *Enter*.

If your Webcam or Digital camera drivers are not already present in BOSS GNU/Linux then you can download them from the following link and install the drivers. The steps for installation are mentioned in the software itself.

Links:

http://www.linux.com/howtos/Webcam-HOWTO/devices.shtml

http://alpha.ovcam.org/ov511/cameras.html#chipsets

http://webcam.sourceforge.net/#cams

http://www.cs.umu.se/~c00ahs/exjobb/philips/

http://www.sane-project.org/sane-mfgs.html

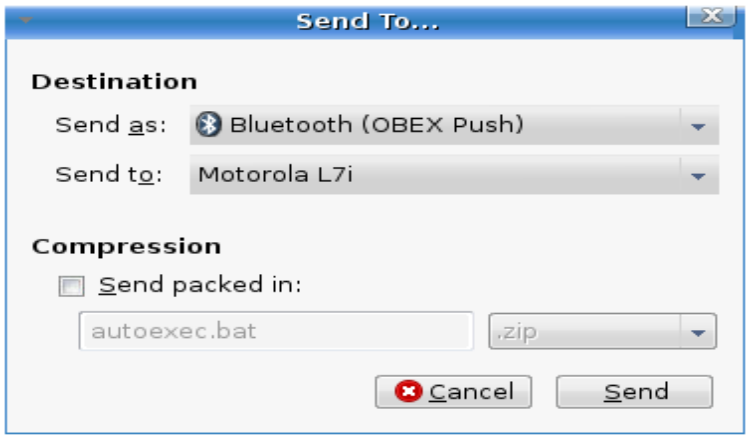
http://tuukkat.cabspace.com/quickcam/quickcam.html

8.5 Bluetooth Support

Bluetooth is an industrial specification for wireless personal area networks (PANs). Bluetooth provides a way to connect and exchange information between devices such as mobile phones, laptops, PCs, printers, digital cameras and video game consoles via a secure, globally unlicensed short-range radio frequency.

Usage of Bluetooth

1. Transfer data from your PC to other external device(a device that supports bluetooth).
   - Activate bluetooth in both the PC and the external device.
   - Right-click on the file you want to send through bluetooth and select “Sent to...”.
   - A window as shown in the figure appears. In “Sent to” select the device to which you want to transfer the file.



2. Transfer data from external device(a device that supports bluetooth) to your PC.
   - External device will detect your PC as 'boss-0' (scan it)
   - Send file from your device using bluetooth.
   - In your PC , Accept request from your device.
   - Data will be in your $HOME folder.

9. BharateeyaOO

OpenOffice.org (http://www.openoffice.org) is the Open Source project of StarOffice productivity suite from Sun Microsystems. It is a unified, cross-platform, globalized Unicode-based suite of productivity software for all common office applications, including such functions as word processing, spreadsheets, drawings, presentations, data charting and formula editing.

The project BharateeyaOO (http://www.ncb.ernet.in/bharateeyaoo) commenced on the lines of the internationalization frameworks of OpenOffice.org, to achieve Indian language support in OpenOffice.org. With initiatives for localization of OpenOffice.org in major languages of India, and support for Complex Text Layout, Indian locales, dictionary and sorting in the suite, on Windows and Linux platforms, the project aims at a Localized and Internationalized Office suite in Indian Languages that will be available free to all.

Development Efforts

As part of the project, OpenOffice.org has been built from source (tag 641) on Windows with the resource strings translated and the suite localized in Hindi, support for Indian locales and Complex Text Layout for Hindi has also been implemented. The OpenOffice.org community has granted a joint copyright to this work done at the Centre for Development of Advanced Computing (C-DAC, formerly NCST), Electronics City, Bangalore, and a Hindi Native Language project has been setup in conjunction with this work at (http://hi.openoffice.org) to disseminate information on the project, and its developmental aspects. The following details the technical aspects of the development.

Build

OpenOffice.org contains more than 120 individual projects within it, comprising more than 9 million lines of code. For implementation of Indian language support within the suite, it was required to first build the releases from source, on both Windows and Linux platforms. This source then needed to be studied in terms of layout, platform-independent architecture and globalization support for complex text layout scripts like Indian languages, for accurate implementation of support for additional languages within the projects. Implementation changes could then be reflected by doing rebuilds of the suite, with the changed code, and subsequent testing and installation on different platforms.

Localization

Localization involved translation of the OpenOffice.org glossary having 7000 strings and resource strings, with approximately 21000 strings. Resource strings were extracted from the built source, translated in Hindi, and merged back with the localization tools. For localizing the source, the Hindi language had to be added to the build environment, build tools, resource system and installation setup projects, altogether comprising 8 independent modules of the OpenOffice.org source. Finally, this localized source, containing Hindi translations was then rebuilt to produce a Hindi localized installation, which had the entire user interface elements (menus, strings, messages, tooltips, popups,

dialog boxes and so on) in Hindi.

9.1 The OpenOffice.org 2.2 Application Modules

Module	Purpose
Writer	Word processor application module
Calc	Spreadsheet application module
Impress	Presentation application module
Base	Database application module
Draw	Application module for drawing vector graphics
Math	Application module for generating mathematical formulas

9.2 Word Processing with Writer

OpenOffice.org Writer is a full-featured word processor with page and text formatting capabilities. Its interface is similar to interfaces for other major word processors, and it includes some features that are usually found only in expensive desktop publishing applications.

This section highlights a few key features of Writer. For more information about these features and for complete instructions for using Writer, look at the OpenOffice.org help.

To open writer, choose **Applications -> Office ->OpenOffice.org Writer** or type **ooffice -writer** in terminal and press *Enter*.

Creating a New Document

There are two ways to create a new document:

To create a document, click **File -> New -> Text Document**. Enter text in the document window as desired. Use the “Formatting” toolbar or the “Format” menu to adjust the appearance of the document. Use the “File” menu or the relevant buttons in the toolbar to print and save your document. With the options under “Insert”, add extra items to your document, such as a table, picture, or chart.

Opening the Styles and Formatting Window

The Styles and Formatting window is a versatile formatting tool for applying styles to text, paragraphs, pages, frames, and lists. To open this window, click **Format -> Styles and Formatting**. OpenOffice.org comes with several predefined styles. You can use these styles as they are, modify them, or create new styles.

Applying a Style

To apply a style, select the element you want to apply the style to, and then double-click

the style in the Styles and Formatting window. For example, to apply a style to a paragraph, place the cursor anywhere in that paragraph and double-click the desired style.

Using Templates to Format Documents

Most word processor users create more than one kind of document. For example, you might write letters, memos, and reports, all of which look different and require different styles. If you create a template for each of your document types, the styles you need for each document are always readily available.

Creating a template requires a little bit of up-front planning. You need to determine what you want the document to look like so you can create the styles you need in that template. You can always change your template, but a little planning can save you a lot of time later.

Creating a Template

A template is a text document containing only the styles and content that you want to appear in every document, such as your address information and letterhead on a letter. When a document is created or opened with the template, the styles are automatically applied to that document.

To create a template:

1. Click **File -> New -> Text Document.**
2. Create the styles and content that you want to use in any document that uses this template.
3. Click **File ->Templates -> Save**...
4. Specify a name for the template.
5. In the Categories box, click the category you want to place the template in.

   The category is the folder where the template is stored.
6. Click “OK”.

To use a template, select **File -> New -> Templates and Documents**. Select the template you want and add the necessary details.

Using Writer as an HTML Editor

In addition to being a full-featured word processor, Writer also functions as an HTML editor. Writer includes HTML tags that can be applied as you add any other style in a Writer document. You can view the document as it will appear online, or you can directly edit the HTML code.

Creating an HTML Document

1. Click **File -> New -> HTML Document**.
2. Click the arrow at the bottom of the Styles and Formatting window.
3. Select HTML Styles.
4. Create your HTML document, using the styles to tag your text.
5. Click **File -> Save As**.
6. Select the location where you want to save your file, name the file, and select HTML Document (.html) from the Filter list.
7. Click “OK”.

If you prefer to edit HTML code directly, or if you want to see the HTML code created when you edited the HTML file as a Writer document, click **View -> HTML Source**. In HTML Source mode, the Formatting and Styles list is no longer available.

9.3 Using Spreadsheets with Calc

Calc is the OpenOffice.org spreadsheet application. To open calc choose **Applications -> Office -> OpenOffice.org Calc** or type **ooffice -calc** in terminal and press *Enter*.

To create a new spreadsheet click **File -> New -> Spreadsheet.** To open an already existing file click **File -> Open**.

In the spreadsheet cells, enter fixed data or formulas. A formula can manipulate data from other cells to generate a value for the cell in which it is inserted. You can also create charts from cell values.

Using Formatting and Styles in Calc

Calc comes with a few built-in cell and page styles to improve the appearance of your spreadsheets and reports. Although these built-in styles are adequate for many uses, you will probably find it useful to create styles for your own frequently used formatting preferences.

Creating a Style

1. Click **Format -> Styles and Formatting**.
2. In the Styles and Formatting window, click either the “Cell Styles” or the “Page Styles” icon.
3. Right-click in the Styles and Formatting window, then click “New...”.
4. Specify a name for your style and use the various tabs to set the desired formatting options.
5. Click “OK”.

Modifying a Style

1. Click **Format -> Styles and Formatting**.
2. In the Formatting and Styles window, click either the “Cell Styles” or the “Page Styles” icon.
3. Right-click the name of the style you want to change, then click “Modify...”.
4. Change the desired formatting options.
5. Click “OK”.

Using Templates in Calc

If you use different styles for different types of spreadsheets, you can use templates to save your styles for each spreadsheet type. Then, when you create a particular type of spreadsheet, open the applicable template and the styles you need for that template are available in the Styles and Formatting window.

Creating a Template

A Calc template is a spreadsheet that contains styles and content that you want to appear in every spreadsheet created with that template, such as headings or other cell styles. When a spreadsheet is created or opened with the template, the styles are automatically applied to that spreadsheet.

To create a template:

1. Click **File -> New -> Spreadsheet.**
2. Create the styles and content that you want to use in any spreadsheet that uses this template.
3. Click **File -> Templates -> Save**.
4. Specify a name for the template.
5. In the Categories box, click the category you want to place the template in.

   The category is the folder where the template is stored.
6. Click “OK”.

To use the template in your document select **File -> New -> Templates and Documents** and select the name of the template you want to use.

9.4 Using Presentations with Impress

Use OpenOffice.org Impress to create presentations for screen display or printing, such as slide shows or transparencies. If you have used other presentation software, you can move comfortably to Impress, which works very similarly to other presentation software. Impress can open and save Microsoft PowerPoint presentations, which means you can exchange presentations with PowerPoint users, as long as you save your presentations in PowerPoint format.

To open presentation, choose **Applications -> Office -> OpenOffice.org Impress** or type **ooffice -impress** in terminal and press *Enter*.

Creating a Presentation

To create a new presentation, click **File -> New -> Presentation**. Select the option to use for creating the presentation.

There are two ways to create a presentation:

1. Create an empty presentation

Opens Impress with a blank slide. Use this option to create a new presentation from scratch, without any preformatted slides.

2. Create a presentation from a template

Opens Impress with your choice of template. Use this option to create a new presentation with a predesigned OpenOffice.org template or a template you've created or installed yourself, such as your company's presentation template. Impress uses styles and templates the same way other OpenOffice.org modules do.

Using Master Pages

Master pages give your presentation a consistent look by defining the way each slide looks, what fonts are used, and other graphical elements. Impress uses two types of master pages:

1. Slide master

Contains elements that appear on all slides. For example, you might want your company logo to appear in the same place on every slide. The slide master also determines the text formatting style for the heading and outline of every slide that uses that master page, as well as any information you want to appear in a header or footer.

2. Notes master

Determines the formatting and appearance of the notes in your presentation.

Creating a Slide Master

Impress comes with a collection of preformatted master pages. Eventually, most users will want to customize their presentations by creating their own slide masters.

1. Start Impress, then create a new empty presentation.

2. Click **View -> Master -> Slide Master**.

   This opens the current slide master in Master View.

3. Right-click the left-hand panel, then click “New Master”.
4. Edit the slide master until it has the desired look.
5. Click “Close Master View” or choose **View -> Normal** to return to Normal View.

Applying a Slide Master

Slide masters can be applied to selected slides or to all slides in the presentation.

1. Open your presentation, then click **View -> Master -> Slide Master**.
2. (Optional) If you want to apply the slide master to multiple slides, but not to all slides, select the slides that you want to use that slide master.
3. To select multiple slides, in the Slides Pane, press *Ctrl* and click on the slides you want to use that slide master.
4. In the Task Pane, right-click the master page you want to apply. If you do not see the Task Pane, click **View -> Task Pane**.
5. Apply the slide master by clicking one of the following:.

Apply to All Slides

Applies the selected slide master to all slides in the presentation.

Apply to Selected Slides

Applies the selected slide master to the current slide, or to any slides you select before applying the slide master. For example, if you want to apply a different slide master to the first slide in a presentation, select that slide, then change to Master View and apply a slide master to that slide.

9.5 Using Databases with Base

OpenOffice.org 2.2 introduces a new database module, Base. Use Base to design a database to store many different kinds of information, from a simple address book or recipe file to a sophisticated document management system. Tables, forms, queries, and reports can be created manually or using convenient wizards. For example, the Table Wizard contains a number of common fields for business and personal use. Databases created in Base can be used as data sources, such as when creating form letters.

To open database choose, **Applications -> Office -> OpenOffice.org Base** or type **ooffice -base** in terminal and press *Enter*.

Creating a Database Using Predefined Options

Base comes with several predefined database fields to help you create a database. The process for creating a database can be broken into several subprocesses:

Creating a new Database

First, to create a new database follow these steps:

1. Click **File -> New -> Database**.
2. Select "Create a new database", then click "Next".
3. Click "Yes, register the database for me" to make your database information available to other OpenOffice.org modules, select both check boxes in the bottom half of the dialog, then click "Finish".
4. Browse to the directory where you want to save the database, specify a name for the database, then click "OK".

First time when you use the database it will display a window as shown in this figure.

JRE Required
OpenOffice.org requires a Java runtime environment (JRE) to perform this task. Please install a JRE and restart OpenOffice.org.
OK

To install JRE,follow these steps:

- Open terminal. To open terminal choose **Applications -> Accessories -> Terminal**
- Type vi /etc/apt/sources.list.
- A file will be opened. In that type **deb http://packages.bosslinux.in/boss tejas main**
- Comment all the other lines in that file by typing "#" infront of each line.
- To save the file press *Esc+:+wq*
- Open Synaptic Package Manager. To open Synaptic Package Manager choose **System -> Administration -> Synaptic Package Manager**.
- Install sun-j2re1.5. To install right-click on that package name and click "Mark for Installation". Click "Apply".

Setting Up the Database Table

Data is stored in tables. As an example, your system address book that you use for your e-mail addresses is a table of the address book database. Each address is a data record, presented as a row in that table. The data records consist of data fields, for example the first and the last name fields and the e-mail field.

Creating a New Table using the Table Wizard

1. Open the database file where you want to create the new table.
2. In the left pane of the database window, click the “Tables” icon.
3. Click “Use Wizard to Create Table”.

Creating a New Table using the Design View

1. Open the database file where you want to create the new table.
2. In the left pane of the database window, click the “Tables” icon.
3. Click “Create Table in Design View”.

Creating a New Table View

Some database types support table views. A table view is a query that is stored with the database. For most database operations, a view can be used as you would use a table.

1. Open the database file where you want to create the new table view.
2. In the left pane of the database window, click the “Tables” icon.
3. Click “Create View”.

Working with Queries

If you often want to access only a subset of your data that can be well defined by a filter condition, you can define a query. This is basically a name for the new view at the filtered data. You open the query and see the current data in the table layout that you defined.

Creating a New Query using the Query Wizard

In OpenOffice.org you can create a new query using the Query Wizard:

1. Open the database file where you want to create the new query.
2. In the left pane of the database window, click the “Queries” icon.
3. Click “Use Wizard to Create Query”.

Creating a New Query using the Design View

1. Open the database file where you want to create the new query.
2. In the left pane of the database window, click the "Queries” icon.
3. Click “Create Query in Design View”.

Working with Forms

Using forms, you can define how to present the data. Open a text document or a spreadsheet and insert the controls such as push buttons and list boxes. In the properties dialog of the controls, you can define what data the forms should display.

Creating a New Form With the Form Wizard

In OpenOffice.org, you can create a new form using the Form Wizard:

1. Open the database file where you want to create the new form.
2. In the left pane of the database window, click the “Forms” icon.
3. Click “Use Wizard to Create Form”.

Creating a New Form Manually

1. Open the database file where you want to create the new form.
2. In the left pane of the database window, click the “Forms” icon.
3. Click “Create Form in Design View”.
4. A new text document opens. Use the Form controls to insert the controls into the form.

Working with Reports

A report is a text document that either shows the current data or the data at the time the report was created.

Creating a New Report With the Report Wizard

In OpenOffice.org you can create a new report using the Report Wizard.

1. Open the database file where you want to create the new report.
2. In the left pane of the database window, click the “Reports” icon.
3. Click “Use Wizard to Create Report”.

10. Internet

10.1 Browsing with Iceweasel

Included with BOSS 3.0 is the Iceweasel Web browser. With features like tabs, pop-up window blocking, and download and image management, Iceweasel combines the latest Web technologies. You can view more than one Web page in a single window. You can suppress annoying advertisements and disable images that only slow you down. Its easy access to different search engines helps you find the information you need.

To start Iceweasel choose **Applications -> Internet -> Iceweasel Web Browser** or type **iceweasel** in terminal and press *Enter*.

Iceweasel has much the same look and feel as other browsers. The navigation toolbar includes Forward and Back buttons and a location bar for entering web address. Bookmarks are also available for quick access.

Gran Paradiso Alpha Start Page - Iceweasel
File Edit View History Bookmarks Tools Help
http://www.mozilla.org/projects/granparadiso/
Most Visited
Getting Started
Latest Headlines
mozilla.org
search mozilla:
Go
Projects
Developers
Community
Contribute
Foundation
About
Roadmap
Projects
Coding
Module Owners
Hacking
Get the Source
Build It
Testing
Releases
Nightly Builds
Report A Problem
Tools
Bugzilla
Tinderbox
Bonsai
MXR
FAQs
Gran Paradiso Start Page
Welcome! It appears that you are running an early version of Gran Paradiso. We encourage you to download the latest and greatest.
Note: The Gran Paradiso Alpha build you are using is NOT A FINAL VERSION of Firefox, it has been made available for testing purposes only, with no end-user support. If that sounds scary, you'd probably be better off with the latest version of Firefox that you can download here.
How Can You Help Test Gran Paradiso Alpha?
Give Feedback
Send us your feedback. Information submitted via our feedback form will be published to the newsgroup mozilla.feedback so project contributors can read it. Do not submit any information unless you wish it to be made public. Your email address will be spam-proofed.
Changes in this Development Milestone
Gran Paradiso Alpha 8 introduces several new features. Please review the release notes for details.
Some of the changes in Alpha versions of Gecko 1.9 affect web and platform compatibility. For detailed information about changes in Gecko 1.9 and Gran Paradiso, please read these pages:
Gecko 1.9 Changes affecting websites
Firefox 3 for developers
Resources
Release Notes
Gran Paradiso Project Page
Done

10.1.1 Tabbed Browsing

If you often use more than one web page at a time, tabbed browsing may make it easier to switch between them. Load Web sites in separate tabs within one window.

To open a new tab, select **File -> New Tab**. This opens an empty tab in the Iceweasel window. Alternatively, right-click a link and select “Open link in New Tab”. Right-click the tab itself to access more tab options. You can create a new tab, reload one or all existing tabs, or close them. You can also change the sequence of the tabs by dragging and dropping them on a requested position.

10.1.2 Using the Sidebar

Use the left side of your browser window for viewing bookmarks or the browsing history. To display the Sidebar, select **View -> Sidebar** and select the desired contents.

10.1.3 Finding Information

There are two ways to find information in Iceweasel: the search bar and the find bar. The search bar looks for pages while the find bar looks for things on the current page.

10.1.3.1 Finding Information on the Web

Iceweasel has a search bar that can access different engines, like Google, Yahoo, or Amazon. For example, if you want to find information about Bharat Operating System Solutions using the current engine, click in the search bar, type Bharat Operating System Solutions and hit Enter. The results appears in your window. To choose your search engine, click the icon to the left of the search bar. A menu opens with a list of available search engines.

Installing a different Search Engine

If your favorite search engine is not listed, Iceweasel gives you the possibility to configure it. Try the following steps:

1. Establish an Internet connection first.
2. Click the icon to the left of the search bar.
3. Select “Manage Search Engines...” from the menu.
4. Click “Get more search engines...”.
5. Iceweasel displays a web page with available search engines. You can choose from Wikipedia, IMDB, Flickr, and others. Click the desired search plug-in.
6. Install your search plug-in by clicking “Add” or abort with “Cancel”.

10.1.3.2 Searching in the Current Page

To search inside a web page, click **Edit -> Find** or press *Ctrl+F*. The find bar opens. Usually, it is displayed at the bottom of a window. Type your query in the input field. Iceweasel finds the first occurrence of this phrase. You can find other occurrences of the phrase by pressing *Ctrl+G* or “Next” button in the find bar. You can also highlight all occurrences by pressing the “Highlight all” button. Checking the “Match case” option makes the query case sensitive.

10.1.4 Managing Bookmarks

Bookmarks offer a convenient way of saving links to your favorite web sites. To add the current web site to your list of bookmarks, click **Bookmarks -> Bookmark This Page**. If your browser currently displays multiple web sites on tabs, only the URL on the currently selected tab is added to your list of bookmarks.

When adding a bookmark, you can specify an alternative name for the bookmark and select a folder where Iceweasel should store it. To bookmark web sites on multiple tabs, select “Bookmark All Tabs...”. Iceweasel creates a new folder that includes bookmarks of each site displayed on each tab. To remove a web site from the bookmarks list, click “Bookmarks”, right-click the bookmark in the list, then click “Delete”.

10.1.4.1 Using the Bookmark Manager

The bookmark manager can be used to manage the properties (name and address location) for each bookmark and organize the bookmarks into folders and sections.

To open the bookmark manager, click B**ookmark -> Organize Bookmarks....** A window opens and displays your bookmarks. With **Organize ->New Folder**, create a new folder with a name and a description. If you need a new bookmark, click **Organize -> New Bookmark...** This lets you insert the name, location, keywords, and also a description. The keyword is a shortcut to your bookmark. If you need your newly created bookmark in the sidebar, check “Load this bookmark in the sidebar”.

10.1.4.2 Importing Bookmarks from Other Browsers

If you used a different browser in the past, you probably want to use your old bookmarks in Iceweasel, too. Iceweasel allows to import bookmarks from other browsers installed on your system such as Netscape or Opera. It also allows to import bookmarks from a file exported from a browser on different computer.

To import your settings, click **File -> Import**. Select the browser from which to import settings and click “Next” or choose a file. Find your imported bookmarks in a newly created folder, beginning with “From”.

10.1.4.3 Live Bookmarks

Live bookmarks display headlines in your bookmark menu and keep you up to date with the latest news. This enables you to save time with one glance at your favorite sites.

Many sites and blogs support this format. A Web site indicates this by showing an orange icon in the right part of the location bar. Click it and choose “Subscribe to this feed using Live Bookmarks” option. Click “Subscribe Now” in the page that opens. A dialog box opens in which to select the name and location of your live bookmark. Confirm by clicking “Add”.

10.1.5 Using the Download Manager

With the help of the download manager, keep track of your current and past downloads. To open the download manager, click **Tools -> Downloads**. Iceweasel opens a window with your downloads. While downloading a file, see a progress bar and the current file. If necessary, pause a download and resume it later. To open a downloaded file, right-click on the file and click “Open”. To Remove, select “Remove From List”.

If you need further control of the download manager, open the configuration window from **Edit -> Preferences** and go to the Main tab. Here, determine the download folder and how the manager behaves.

10.1.6 Adding Smart Keywords to Your Online Searches

Searching the Internet is one of the main tasks a browser can perform for you. Iceweasel lets you define your own smart keywords: abbreviations to use as a “command” for searching the web. For example, if you use Wikipedia often, use a smart keyword to simplify this task:

1. Go to http://en.wikipedia.org.
2. After Iceweasel displays the web page, see the search text field. Right-click it then choose “Add a Keyword for this Search” from the menu that opens.
3. “Add Bookmark” dialog appears. In Name, name this web page, for example, Wikipedia (en).
4. For Keyword, enter your abbreviation of this Web page, for example, wiki.
5. With Create in, choose the location of the entry in your bookmarks section. You can put it into any folder.
6. Finalize with “Add”.

You have successfully generated a new keyword. Whenever you need to look into Wikipedia, you do not have to use the entire URL. Just type wiki Linux to view an entry about Linux.

10.1.7 Printing from Iceweasel

Configure the way Iceweasel prints the content it displays using the “Page Setup” dialog. Click **File -> Page Setup...** and select the orientation of your print jobs. You can scale or make it adjust automatically.

After you configured your settings, print a web page with **File -> Print...** Select the printer or a file in which to save the output. Change the required settings. When satisfied with your settings, approve with “Print”.

10.2 Mail Client

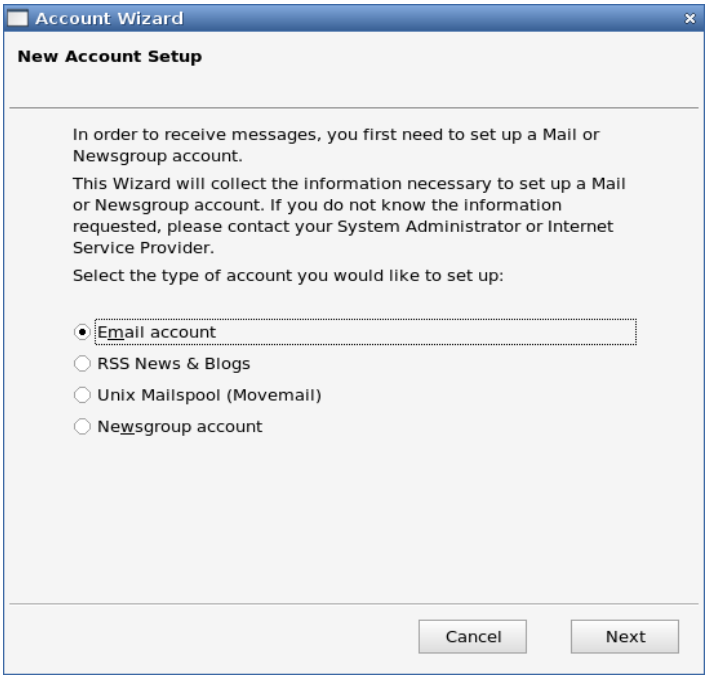
An e-mail client, also called a mail user agent (MUA), is a computer program that is used to receive and send email. Features such as storage of mails in the local system, taking backup of the mails, filtering them into filters are all well supported by our mail client, Icedove.

10.2.1 Icedove

This section briefly covers the basic steps for sending and receiving email with Icedove.

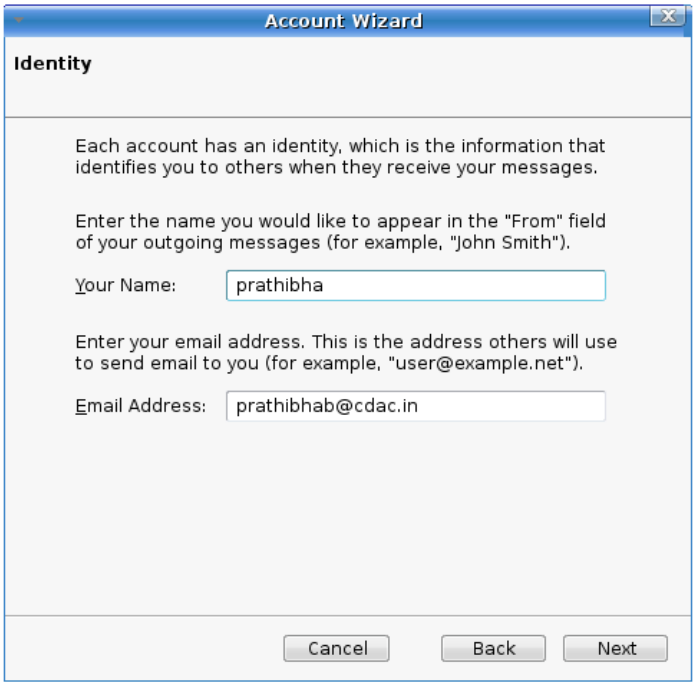
To start Icedove, choose **Applications** -> **Internet** -> **Icedove Mail Client** or type **icedove** in terminal and press *Enter*.

1. You are presented with a New Account Setup screen. Select the type of account you like to set up and click “Next” button.

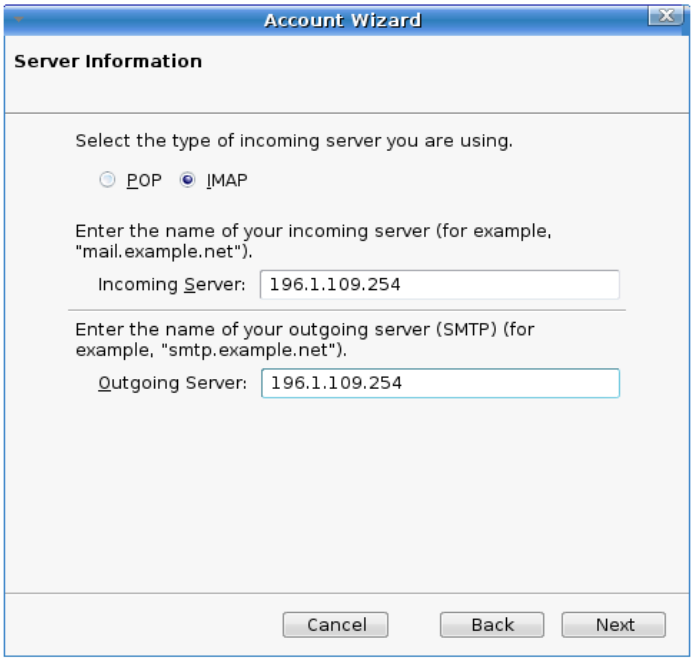

Account Wizard
New Account Setup
In order to receive messages, you first need to set up a Mail or Newsgroup account.
This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.
Select the type of account you would like to set up:
Email account
RSS News & Blogs
Unix Mailspool (Movemail)
Newsgroup account
Cancel
Next

2. In “Your Name” field enter the name you like to appear in the “From” field of your outgoing messages.

   In “Email Address” field enter your email address


Account Wizard
Identity
Each account has an identity, which is the information that identifies you to others when they receive your messages.
Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").
Your Name:
prathibha
Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").
Email Address:
prathibhab@cdac.in
Cancel
Back
Next

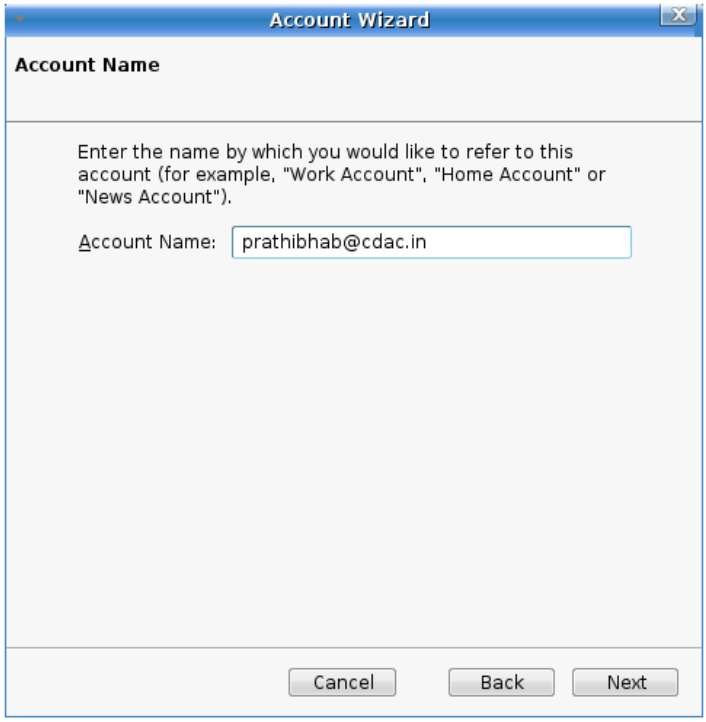
3. Specify the incoming server and outgoing server information



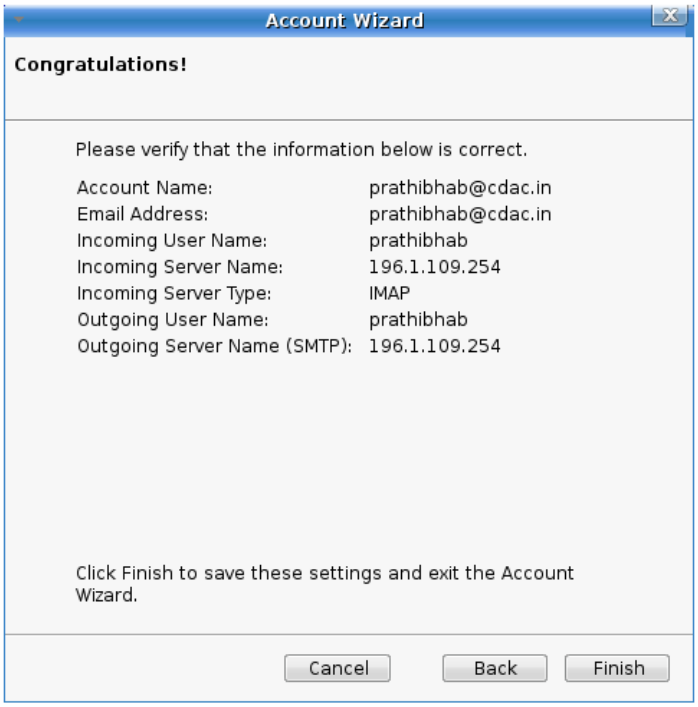
4. Enter the username given to you by the email provider

Account Wizard
User Names
Enter the incoming user name given to you by your email provider (for example, "jsmith").
Incoming User Name:
prathibhab
Your outgoing (SMTP) server, "196.1.109.254", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.
Cancel
Back
Next

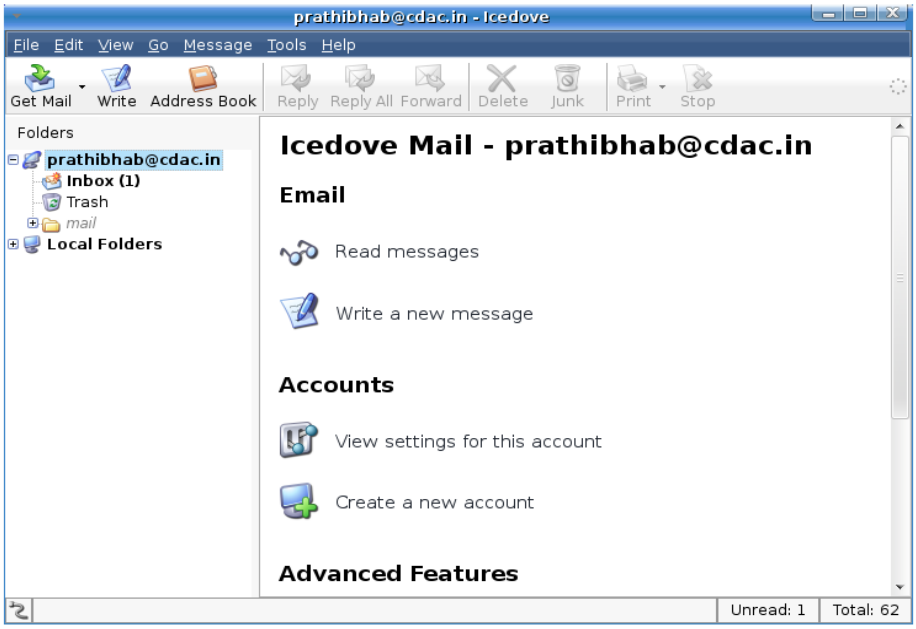
5. Enter the name by which you like to refer the account


Account Wizard
Account Name
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").
Account Name:
prathibhab@cdac.in
Cancel
Back
Next

6. A screen showing the account information appears. Click “Finish” to save these settings and exit the account wizard.



Now your account is created .



Now you can use your icedove mail client to view your mails and send mails with different formattings, colors, attachments etc. You can even import your address books from the outlook express or any other mail client. The procedure is as simple as the account creation.

1. Export the address book from your mail server into the icedove format. It may be .LDIF,.tab, .csv, txt.
2. Open the icedove mail client, go to **Tools -> Address Book**, which opens the address book interface.
3. Go to **Tools -> Import...**, and select "Address Books" from the wizard displayed.
4. Select the file that you have just exported into your system and click "next"
5. Now all your addresses from the address book are in your icedove.

The similar way you can take backup of addresses into a file and import in any other mail client, which supports the specified formats.

1. Icedove and Newsgroup

Newsgroups are Internet discussion groups with specific topics. The discussions are in threaded format (which means all topics and responses to the topic are sorted and organized for convenient reading) and subscribing to a group is easy. You are not required to post messages; instead, you can just *lurk*, which is a Newsgroup term for reading without posting messages. There are a great many newsgroups on the Web with topics ranging from politics to computer games to random strange thoughts. You can even post and download pictures and files to Newsgroups (although your ISP may restrict Newsgroups to text-based postings only).

To join a newsgroup, you first need to set up a newsgroup account. Click on your mail account name in the sidebar and select "Create a new account" from the options that appear on the right of the screen. The "New Account Setup" screen appears again. Select "Newsgroup account" and then click "Next".

Enter your name and email address in the blank fields and click "Next". On the following screen, enter the name of your news server (if you do not know the name of your news server, contact your Internet Service Provider or network administrator for this information). On the last few screens, you can determine the name of this account and review your settings.

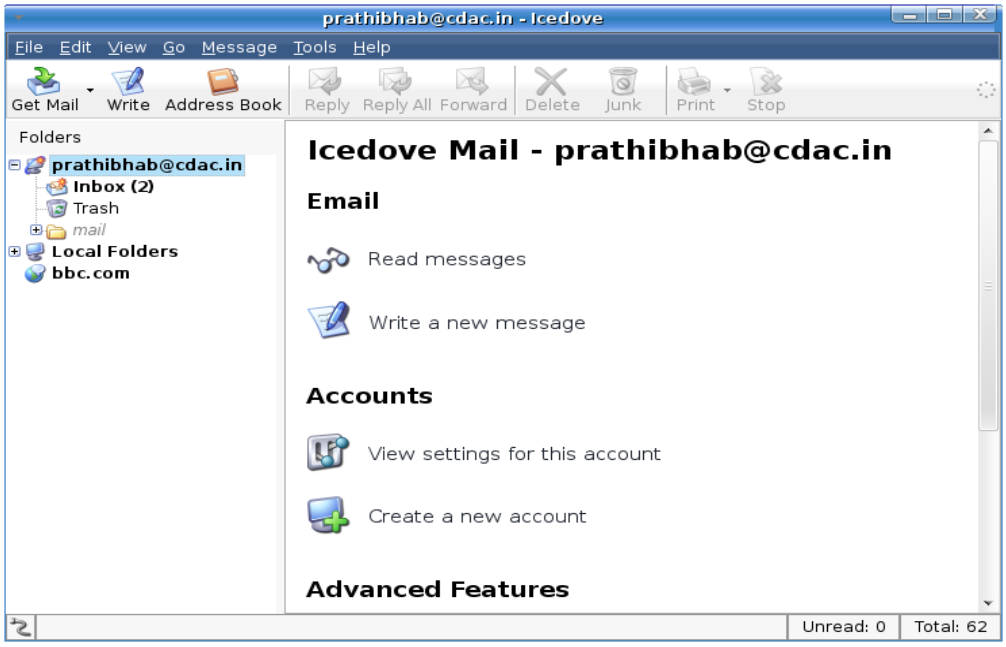
The newsgroup account you created appears in the sidebar of the icedove mail screen. Right-click on this account name and select "Subscribe...". A dialog box appears, listing all the newsgroups available. Select the groups you are interested in reading and click "Subscribe". When you are done, click on "OK".

Double-click on the newsgroup account name and the list of groups you are subscribed to appears beneath. Select the newsgroup you want to access and a dialog box appears with information about downloading and reading existing messages. Posting to a newsgroup is just like writing an email, except that the newsgroup name appears in the "To" field rather than an email address. To unsubscribe from a newsgroup, right-click on the group name and select "Unsubscribe".

2. Save the E-mails into your local system

You have “Local folders” in your icedove window, which are the folders in your local system hard disk and the content stored in these folders can be viewed when you are off-line and can save your mails in these folders to save the mail server memory space.

1. Create your own folder by right clicking on the “Local Folders” and click “New Folder...”



2. Once you have your local folders ready named as per your comfort, open your inbox in the icedove mail client, select the mails that you want to save in the local folders (use Ctrl key to select more than one mail) and right-click. It opens a menu, where you can see options like “Copy To” (copies the mails to local folders) and “Move To” (deletes the mails from the server and moves into the local folders), select that “Move To” and then the target folder where you want to move the mails to.
3. Thats it, now you have your mails stored in your local system.

3. Backup Mails and other Settings

To take the backup of your mails,address book and settings from icedove, when you reinstall the operating system or change your system, you have to take the backup of the icedove settings folder and paste it in the same location of the new Operating system.

Backup your Icedove email and other config files in the following way -

1. The files are stored in the .mozilla-thunderbird directory which resides in your home directory.
2. Assuming the home directory is /home/admin. *Please replace it with your own in the following commands* -

open the terminal and execute the following commands

[admin@spooky ~]$ tar cvfz mythund_bkp.tar.gz /home/admin/.mozilla-thunderbird/

3. The above command will create an archive named “mythund_bkp.tar.gz”

   You can use this archive to restore all your files in case of any problems using the following command and your emails will be restored -

   [admin@spooky ~]$ tar xvf mythund_bkp.tar.gz

4. Start Icedove and your emails will be in place. The advantage of the above method is that it not only restores emails but also your settings. So you do not have to reconfigure your IMAP mailboxes etc. Even your extensions are preserved.

10.3 Ekiga

Ekiga is a free Voice over IP, IP Telephony and Video-Conferencing application for Linux and other Unices (e.g BSD, OpenSolaris). It is licensed under the GNU/GPL.

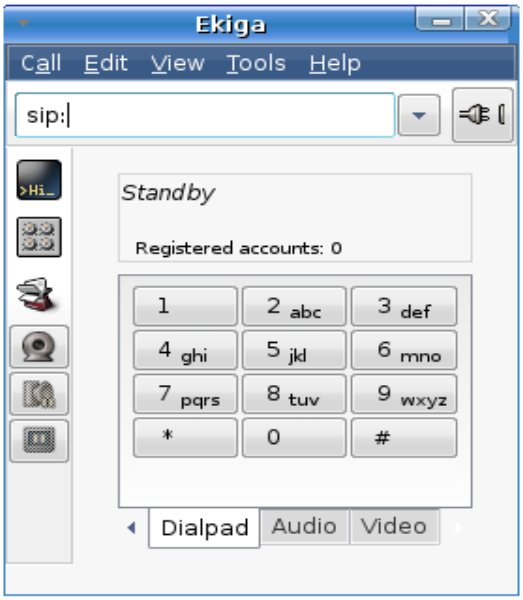
Ekiga is able to use modern Voice over IP protocols like SIP, and H.323. It supports all major features defined by those protocols like call hold, call transfer, call forwarding, etc. It also supports basic instant messaging.

Ekiga has a wideband support for a superior audio quality, together with echo cancellation.

To start Ekiga, choose **Applications** -> **Internet** -> **Ekiga Softphone** or type **ekiga** in terminal and press *Enter*.

When starting Ekiga for the first time the configuration assistant will show automatically. The Configuration Assistant is a step-by-step questionnaire that will guide you through all the steps involved in creating the basic configuration you will need to operate Ekiga.

10.3.1 Calling and being called



From computer to computer (PC-To-PC)

If you want to call other users and to be callable, you need an SIP address. You can use the IP address of the remote computer as SIP address to communicate with other person. You can also get an SIP address from http://www.ekiga.net.

The SIP address can be used by other users to call you. Similarly, you can use the SIP address of your friends and family to call them. You can for example use sip:dsandras@ekiga.net to call the author of Ekiga.

You can use the online address book of Ekiga to find the SIP addresses of other Ekiga users. It is of course possible to call users who are using another provider other than ekiga.net.

If you know the URL address of the party that you wish to call, you may enter that URL into the “sip:” input box at the top of the screen and press *Enter*. For example typing sip:foo@ekiga.net and pressing *Enter* would call the user at that address.

From computer to real phones (PC-To-Phone)

Ekiga can be used with several Internet Telephony Service Providers. Those providers will allow calling real phones from your computer using Ekiga at interesting rates. You can use the default Ekiga provider.

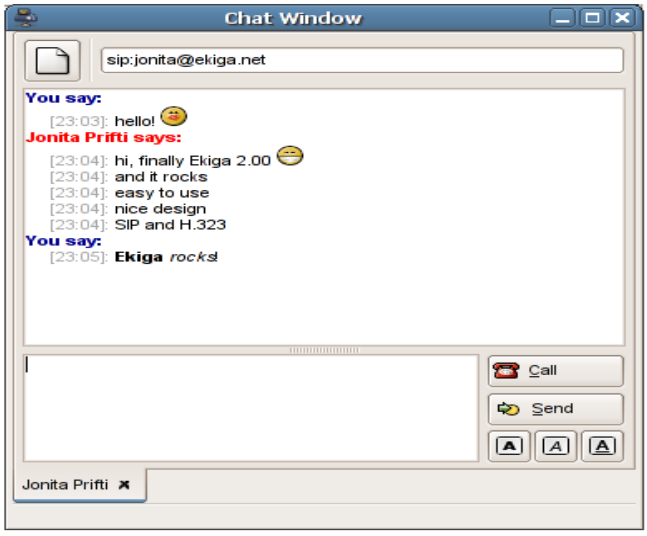
If you want to create an account and use it to call your friends and family using regular phones at interesting rates, simply go in the “Tools” menu, and select the "PC-To-Phone Account" menu item. A dialog will appear allowing you to create an account using the "Get an Ekiga PC-to-Phone account". Once the account has been created, you will receive a login and a password by e-mail. Simply enter them in the dialog, enable "Use PC-To-Phone service", and you are ready to call regular phones using Ekiga.

With the default setup, you can simply use sip:003210444555 to call the real phone number 003210444555, 00 is the international dialing code, 32 is the country code, 10444555 is the number to call.

From real phone to computer (Phone-To-PC)

Ekiga can be used to receive incoming calls from regular phones. To allow this, you can simply login to your PC-To-Phone account using the Tools menu as described above, and buy a phone number in the country of your choice. Ekiga will ring when people will call that phone number.

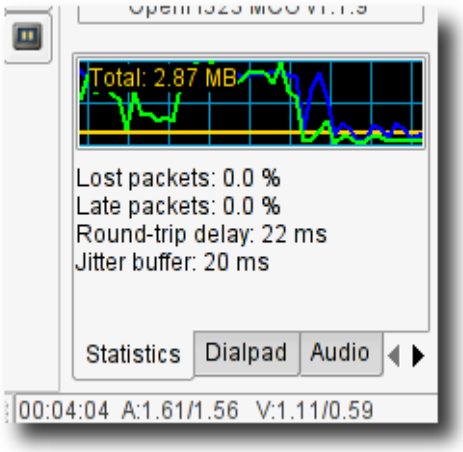
10.3.2 Sending Instant Messages



Ekiga allows you to send instant messages to remote users provided that you know their URL. You can open the chat window by selecting **Tools -> Chat Window.** To send a text message to an user, simply enter his SIP address in the URL field, enter your text message, and click on “Send”. You can later decide to call that user by clicking on “Call”.

You can also use the white pages described later to send instant messages to online users. To do this, simply highlight an user, and select **Contact -> Send Message**. The chat window will appear and allow you to do a conversation with the selected remote user.

10.3.3 Managing Calls



To view the statistics, select **view->Control Panel->Statistics**

The statistics visualizes the network traffic caused by Ekiga.

Lost packets: The percentage of lost packets, i.e., of packets from the remote user that you did not receive. A too high packet loss during the reception can result in voice and/or video distortion and is usually caused by a bad network provider or by settings requiring much bandwidth.

Late packets: The percentage of late packets, i.e., of packets from the remote user that you received but too late to be taken into account, because Ekiga is used for sending and receiving real-time video and audio.

Round-trip delay: The required time for a packet to arrive at its destination and come back. You can see the Round-Trip delay during a call as a connection quality indicator together with the Lost and Late packets statistics.

Jitter buffer: The Jitter buffer is the buffer where received sound packets are accumulated. When the buffer is full, then the sound is played. If your network is of bad quality, then you need a big jitter buffer, i.e., a big delay before sound is played back, because you need more time before being able to play audio back.

Adjusting the audio and video settings

Your audio and video settings can be adjusted through the control panel while you are in a call. If you want to change the audio input or output devices during a call, simply select the “Audio” tab in the panel. The brightness, whiteness, color and contrast of your video input device are changed via the “Video” tab.

Controlling the call

Ekiga supports several actions which can be performed when in a call. These actions

enable you to control active sessions.

Holding a call: You can hold a remote party call by selecting **Call ->Hold**. This effectively pauses Video and Audio transmission, to continue transmission again you select **Call->Retrieve Call** and Video and Audio Transmission will begin again.

Suspend Audio: This effectively prevents all Audio communication to your respective party.

Suspend Video: This effectively prevents all Video transmission to your respective party.

Transferring the remote party: You can transfer the remote user to another URL by using the appropriate menu entry in the "Call" menu or by double-clicking on an user in your address book, or in the calls history.

Taking a snapshot

While in a call you can take a snapshot of the remote party via **Call -> Save Current Picture.** A PNG-file will be saved in the current directory. The filename consists of three parts: the save_prefix, date and current time. (e.g. Ekiga-snap-2003_06_19-024316.png).

Watching calls execution using the history windows

History windows in Ekiga are comparable to log files. They keep chronological track of actions performed by Ekiga and provide additional information to the user.

General History

The General History window keeps track of many operations which are mainly performed in the background. It displays information about audio and video devices, calls, codecs and other details. The latest operations can be found at the bottom, older entries are shown on the top. You can access this information by opening **Tools ->General History**.

Calls History

The Calls History window stores information (date, duration, URL, Software, Remote user) about all outgoing and incoming calls. They are divided into three groups - Received Calls, Placed Calls and Missed Calls.

- Received Calls contains all incoming calls which were accepted by Ekiga
- Placed Calls keeps track of all attempts - successful or not - to call another user.
- Missed Calls shows incoming calls which timed out or were rejected (if Do Not Disturb is enabled, for instance) by Ekiga.

Double-clicking on a row in the Calls History will call back the selected user or transfer any active call to that user. Notice that you can also drag and drop entries from the Calls History into the Address Book to store contact information.

This information can be accessed by opening **Tools->Calls History** and by switching between the three tabs.

10.3.4 Managing Contacts

The Address Book is a feature which allows you to find users to call and/or to save locally your list of persons that you call on a regular basis.

Basics of the Address Book

To open the Address Book, select **Tools -> Address Book** and the ekiga address book window appears. To your left there will be a list dialog showing the Servers you have added to the list as well as a list of local address books. The defaults are the Ekiga white pages, the contacts near you, and the personal address book.

To refresh the list of users for a specific address book, simply click the “Find” button. It will search for all users in that address book. You can contact people by double-clicking on their highlighted field. You can also drag-and-drop to call a specific party by selecting the highlighted field and dragging it into the main window.

In certain cases you will want to search specifically for a person name, his or her call URL, or his location in the Ekiga white pages. The address book window allows you to apply filters when searching for contacts.

The Ekiga white pages will allow you to look for users in your region. It returns a limited number of results corresponding to your search. If the user is associated to a red icon, it means that he is online. If he is associated to a greyed out icon, it means he is offline. You can then add him to your personal address book to call him later.

Managing remote and local contacts

To add an address book, select **File -> New Address Book**. A dialog will appear. Enter the required parameters and click “OK” and the new address book should now appear in the address books list. The address book parameters can be changed at any time by selecting **File -> Properties** when the address book is highlighted. It can also be deleted by selecting **File -> Delete**.

To add a contact to one of your local address books, simply select the address book you wish to add the contact and select **Contact -> New Contact**. The option of adding a New Contact will appear and you may now enter his/her name and VoIP URL as well as other settings. After completion click “OK” and now your contact has been added. You can only add contacts to local address books. The contact parameters can be changed at any time by selecting **File -> Properties** when the contact is highlighted. It can also be deleted by selecting **File -> Delete**.

You can also add a contact from the white pages (any other local or remote address book) by selecting the highlighted contact and dragging them to the specific local address book you wish to add them to or by selecting **Contact -> Add Contact to Address Book**.

10.3.5 Troubleshooting

You are trying to call someone, but fail to establish a connection. There are several reasons why a call could fail:

Your connection to the Internet is broken

Because Ekiga uses the Internet to relay your calls, make sure that your computer is properly connected to and configured for the Internet. This can easily be tested by trying to view a Web page using your browser. If the Internet connection works, the other party might not be reachable.

The person you are calling is not reachable.

If the other party refused your call, you would not be connected. If Ekiga is not running on the other party's machine(In case of PC-to-PC) while you are calling, you will not be connected. If the other party's Internet connection is broken, you cannot make the connection.

Your call seems to connect, but you cannot hear anything

First, make sure that your sound device is properly configured. Do this by launching any other application using sound output, such as a Banshee Music Player.

10.3.6 Glossary

Find some brief explanation of the most important technical terms and protocols mentioned in this document:

VoIP - VoIP stands for voice over Internet Protocol. This technology allows the transmission of ordinary telephone calls over the Internet using packet-linked routes. The voice information is sent in packets like any other data transmitted over the Internet via IP.

SIP - SIP stands for Session Initiation Protocol. This protocol is used to establish media sessions over networks. In Ekiga, SIP triggers the ring at your counterpart's machine, starts the call, and also terminates it as soon as one of the partners decides to hang up.

Jitter - Jitter is the variance of latency (delay) in a connection. Audio devices or connection- oriented systems, like ISDN, need a continuous stream of data. To compensate for this, VoIP terminals and gateways implement a jitter buffer that collect the packets before relaying them onto their audio devices or connection-oriented lines (like ISDN). Increasing the size of the jitter buffer decreases the likelihood of data being missed .

10.4 Pidgin Internet Messenger

Pidgin is an instant messaging program. You can talk to your friends using AIM, ICQ,

XMPP, MSN Messenger, Yahoo!, Bonjour, IRC, Novell Group Wise Messenger, QQ, SIMPLE, and Google Talk.

Pidgin can log in to multiple accounts on multiple IM networks simultaneously. This means that you can be chatting with friends on AIM, talking to a friend on Yahoo Messenger, and sitting in an IRC channel all at the same time.

A few popular features of pidgin are Buddy Pounces, which give the ability to notify you, send a message, play a sound, or run a program when a specific buddy goes away, signs online, or returns from idle; and plugins, consisting of text replacement, a buddy ticker, extended message notification, iconify on away, spell checking, tabbed conversations, and more.

To start Pidgin Internet Messenger choose, **Applications -> Internet -> Pidgin Internet Messenger** or type **pidgin** in terminal and press *Enter*.

When you start the Internet Messenger the following window appears.

Accounts
Welcome to Pidgin!
You have no IM accounts configured. To start connecting with Pidgin press the Add button below and configure your first account. If you want Pidgin to connect to multiple IM accounts, press Add again to configure them all.
You can come back to this window to add, edit, or remove accounts from Accounts⇨Add/Edit in the Buddy List window
Add
Modify
Delete
Close

To create an account, Click the “Add” button.

For protocol, a list appears. Select the one in which you are having an account

If you are having an email-id in yahoo, select the protocol as Yahoo. For screen name specify the username. For password type the corresponding password.

If you select the New mail notifications check box, when you are in chatting if you receive any new mails in your account it will be brought to your notice.

After entering all the required details click “Save”.

Select the “Pidgin-Available” icon from the panel, the following window appears.

The text in yellow background indicates email notification.

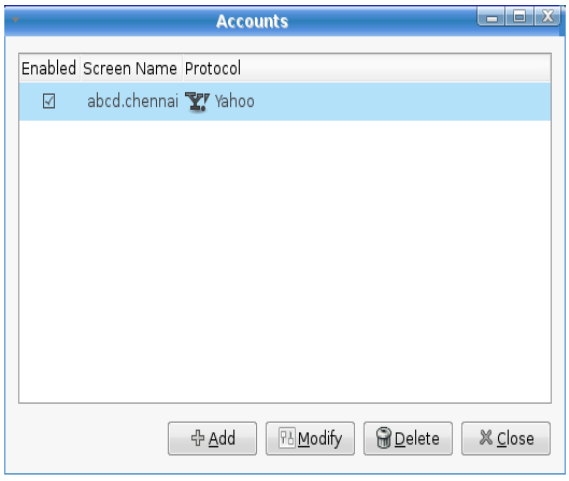
To send instant messages click **Buddies -> New Instant Message**

To join a chat click **Buddies -> Join a chat room**

If you want to add a new name to the buddies list click **Buddies -> Add Buddy**

If you want to add a new account or edit an already existing account click **Accounts -> Add/Edit**.

To edit an already existing account select the corresponding account as shown in the figure.



To modify or delete the account click the “Modify” or “Delete” button. To add a new account click the “Add” button.

10.5 Liferea Feed Reader

Liferea is a simple desktop news aggregator for online news feeds.

To start Liferea choose **Applications -> Internet -> Liferea Feed Reader** or type **liferea** in terminal and press *Enter*.

Basic Concepts

Desktop News Aggregator

A desktop news aggregator runs on your own PC and stores aggregated feeds locally. It accesses each news feed and downloads its newest headlines periodically. Note that not all desktop news aggregators can work offline. Some desktop aggregators retrieve feeds each time you access them instead of caching them for later use. Liferea is an offline capable desktop aggregator caches feeds and is suitable for use with portable devices (laptops, hand helds...) that do not have a permanent internet connection.

Online News Aggregator

An online news aggregator (for example Bloglines) is run on a remote web server which you can access from everywhere as long as you have network access. When you log into the online news aggregator it usually doesn't need to fetch the most recent headlines of your feed subscriptions because it implements feed caching to save bandwidth.

Feed

For a news aggregator a *news feed* is a distinct information source. A news aggregator usually retrieves *news headlines* from many news feed *subscriptions*.

Subscription

When you add a new feed then you have to specify the source of the feed, so that the news aggregator can initially retrieve it. The feed source is usually a HTTP URL.

Feed List

To manage and easily navigate your subscriptions Liferea provides you with a hierarchic tree of your subscriptions.

Headline

When a news aggregator updates a news feed it downloads the source document from the source URL of the feed subscription. This source document provides a set of the most recent headlines which then need to be merged against the current feed cache of the aggregator because the set of headlines provided by the feed source changes over time.

Headlines as provided by the feed source are the smallest information unit handled by aggregators.

Item List

In Liferea headlines are also called *items* and are presented in the so called *item list*.

Managing Subscriptions

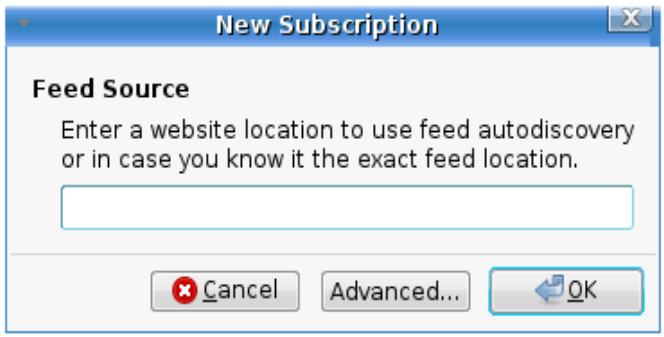
Things Liferea Can Subscribe To

As a news aggregator Liferea allows you to subscribe to different sources. The most common is to subscribe to single feeds. But Liferea also supports subscribing to a source that provides a collection of feeds. So you can subscribe to:

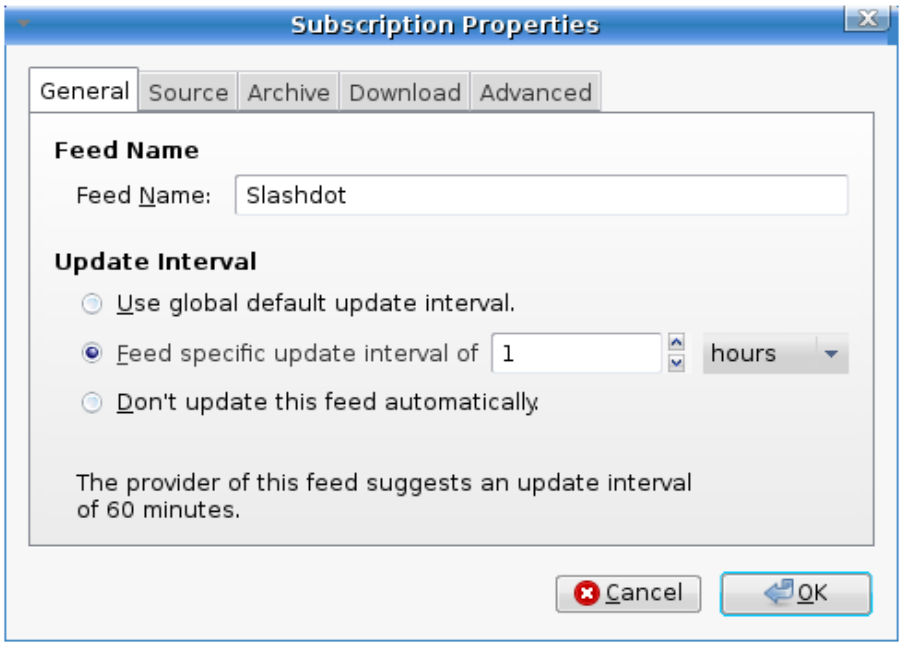
- any OPML source (a planet feed list, a blog roll...)
- a Bloglines subscription list
- a Google Reader subscription list

Subscribing to a Feed

To create a new feed subscription, select **Subscriptions -> New Subscription...** A dialog to create a new subscription will appear.



For example, to subscribe to Slashdot's news feed enter “http://slashdot.org/index.rss” into the text box and click "OK". If you do not know the exact feed URL you can also supply the website URL (eg: http://slashdot.org) and Liferea will try to automatically determine the feed URL.



Updating Subscriptions

There are three possibilities to update a feed:

- Select "Update All" from the "Subscriptions" menu.
- Select "Update" after right-clicking a subscription in the feed list.
- Select "Update Folder" after right-clicking one of the folders the feed is child of.

But the best way might be to use none of the above. Just let Liferea update your subscription periodically.

Removing a Subscription

To remove a feed, right-click on the feed to be deleted and click “Delete” from the context menu that appears.

Subscribing to OPML Sources, Bloglines and Google Reader Accounts

To subscribe to OPML feed lists or a Bloglines or Google Reader account select "New Source..." from the Subscriptions menu. From the following dialog select the source type you like to create.

Source Selection
Select the source type you want to add...
Planet, BlogRoll, OPML
Integrate blogrolls or Planets in your feed list. Liferea will automatically add and remove feeds according to the changes of the source OPML document
Bloglines
Integrate the feed list of your Bloglines account. Liferea will present your Bloglines subscription as a read-only subtree in
Cancel
OK

OPML Sources

If you have selected "Planet/BlogRoll/OPML" you need to supply the source URL of the OPML document. If necessary provide authentication information. After doing so a new OPML source node will be inserted in the feed list and after downloading the OPML document for the first time new subscriptions as described by the OPML source will be created. If the OPML feed list changes over time old subscriptions are automatically dropped and new ones are added.

Bloglines

If you have selected "Bloglines" you just need to supply your Bloglines username and password. Similar to the OPML source Liferea will automatically retrieve the Bloglines subscription list and will automatically add your Bloglines subscriptions.

Google Reader

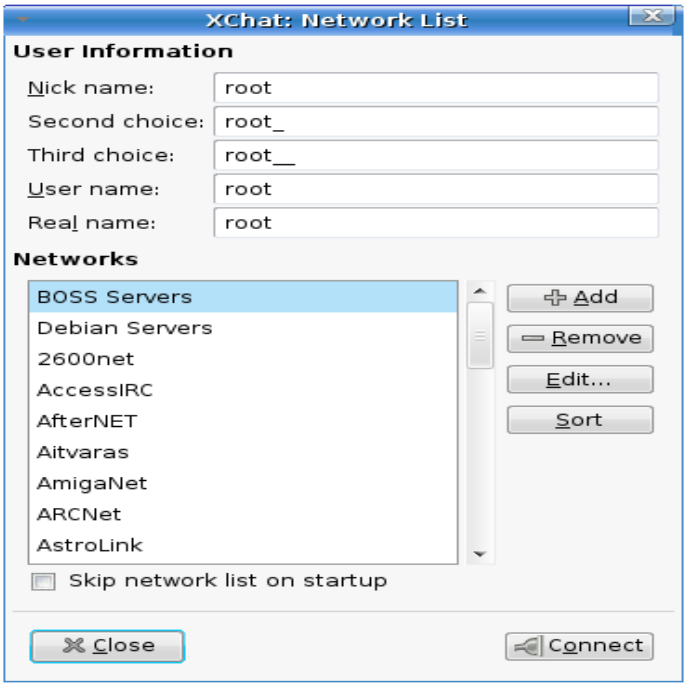
If you have selected "Google Reader" you just need to supply your Google Reader username and password. Similar to the OPML source Liferea will automatically retrieve the Google Reader subscription list and will automatically add all Google Reader subscriptions.

10.6 XChat IRC

XChat is an IRC chat program for both Linux and Windows. It allows you to join multiple IRC channels (chat rooms) at the same time, talk publicly, private one-on-one conversations etc. Even file transfers are possible.

To start XChat choose **Applications -> Internet -> XChat IRC** or type **xchat** in terminal and press *Enter*.

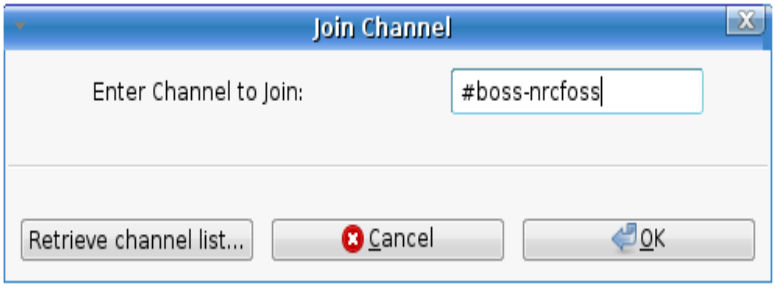
When you first start the program you'll be presented with this window:



Here you can choose your nickname, a second choice (in case it's already taken), a third choice(in case the second choice is also already taken), username and realname. The username can generally be anything you like, just make it up.

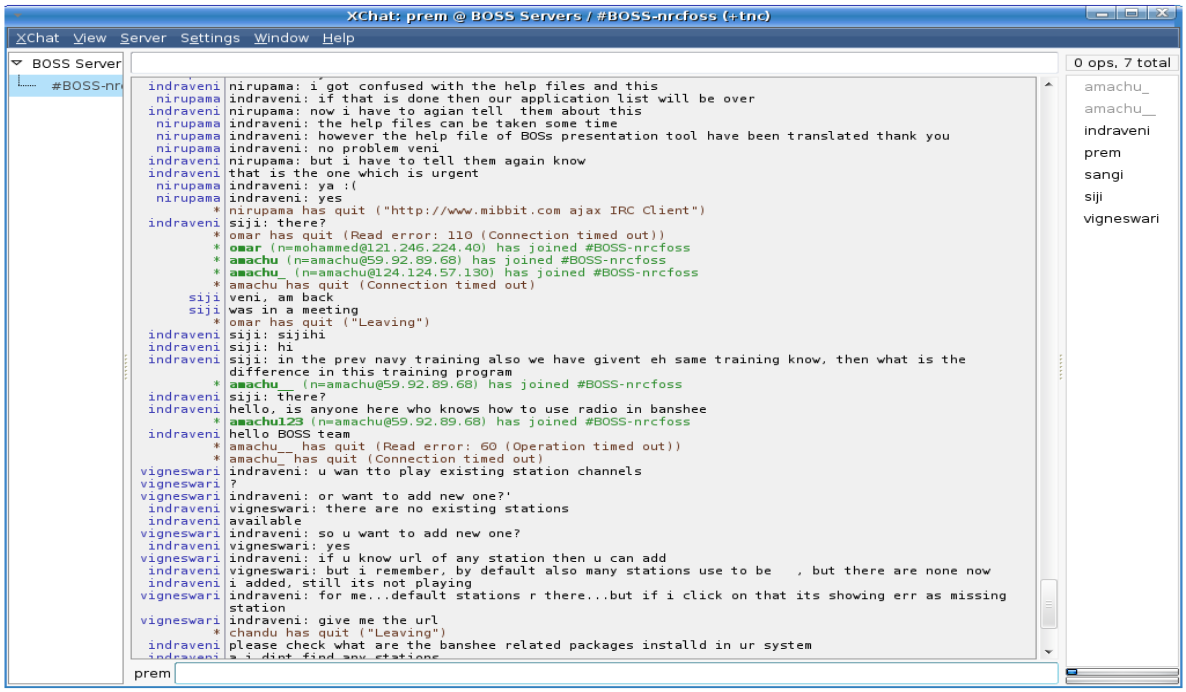
The next step is to choose a network to join. Let us see an example to join BOSS Server. Just select “BOSS Servers” and click “Connect”.

Hopefully your internet connection is working well and you've connected. By default BOSS Server will be connected to BOSS-nrcfoss channel. If the channel is not specified by default a dialog will pop-up asking you enter the channel to join.



If you know the name of the channel, type the channel name e.g. *#BOSS-nrcfoss* (IRC channels usually begin with a hash symbol), and click *"OK"*. If you don't know the channel name, click *"Retrieve Channel list..."*, this will open a window and list all the possible channels on this network.

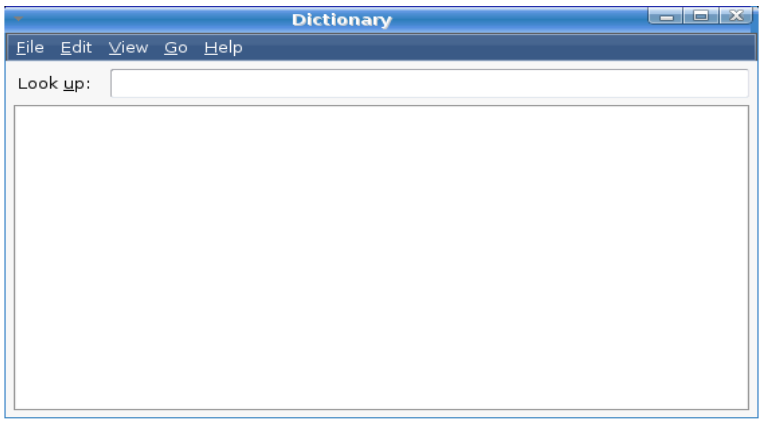
Once you've selected a channel, XChat should join it for you and you can start chatting by typing the queries in the text box at the bottom of the window.


XChat: prem @ BOSS Servers / #BOSS-nrcfoss (+tnc)
XChat View Server Settings Window Help
BOSS Server
#BOSS-nr
0 ops, 7 total
amachu_
amachu__
indraveni
prem
sangi
siji
vigneswari
indraveni nirupama: i got confused with the help files and this
nirupama indraveni: if that is done then our application list will be over
indraveni nirupama: now i have to agian tell them about this
nirupama indraveni: the help files can be taken some time
nirupama indraveni: however the help file of BOSs presentation tool have been translated thank you
nirupama indraveni: no problem veni
indraveni nirupama: but i have to tell them again know
indraveni that is the one which is urgent
nirupama indraveni: ya :(
nirupama indraveni: yes
* nirupama has quit ("http://www.mibbit.com ajax IRC Client")
indraveni siji: there?
* omar has quit (Read error: 110 (Connection timed out))
* omar (n=mohammed@121.246.224.40) has joined #BOSS-nrcfoss
* amachu (n=amachu@59.92.89.68) has joined #BOSS-nrcfoss
* amachu_ (n=amachu@124.124.57.130) has joined #BOSS-nrcfoss
* amachu has quit (Connection timed out)
siji veni, am back
siji was in a meeting
* omar has quit ("Leaving")
indraveni siji: sijihi
indraveni siji: hi
indraveni siji: in the prev navy training also we have givent eh same training know, then what is the difference in this training program
* amachu__ (n=amachu@59.92.89.68) has joined #BOSS-nrcfoss
indraveni siji: there?
indraveni hello, is anyone here who knows how to use radio in banshee
* amachu123 (n=amachu@59.92.89.68) has joined #BOSS-nrcfoss
indraveni hello BOSS team
* amachu__ has quit (Read error: 60 (Operation timed out))
* amachu_ has quit (Connection timed out)
vigneswari indraveni: u wan tto play existing station channels
vigneswari ?
vigneswari indraveni: or want to add new one?'
indraveni vigneswari: there are no existing stations
indraveni available
vigneswari indraveni: so u want to add new one?
indraveni vigneswari: yes
vigneswari indraveni: if u know url of any station then u can add
indraveni vigneswari: but i remember, by default also many stations use to be , but there are none now
indraveni i added, still its not playing
vigneswari indraveni: for me...default stations r there...but if i click on that its showing err as missing station
vigneswari indraveni: give me the url
* chandu has quit ("Leaving")
indraveni please check what are the banshee related packages installd in ur system
prem

10.7 Dictionary

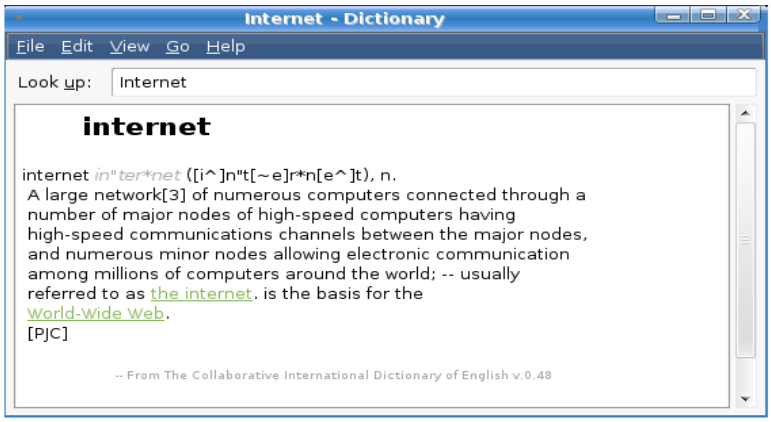
The Dictionary application enables you to search words and terms on a dictionary source.

To start dictionary choose, **Applications -> Accessories -> Dictionary** or type **gnome-dictionary** in terminal and press *Enter*.



Looking up a word

To look up a word, type that word in the text box and press *Enter*. If some definition for the word is found, it will appear inside the main window area.


Internet - Dictionary
File Edit View Go Help
Look up: Internet
internet
internet in"ter*net ([i^]n"t[~e]r*n[e^]t), n.
A large network[3] of numerous computers connected through a number of major nodes of high-speed computers having high-speed communications channels between the major nodes, and numerous minor nodes allowing electronic communication among millions of computers around the world; -- usually referred to as the internet. is the basis for the World-Wide Web.
[PJC]
-- From The Collaborative International Dictionary of English v.0.48

Saving the result of the word

To save the results of the word, choose **File -> Save a Copy...**

Printing the result of the word

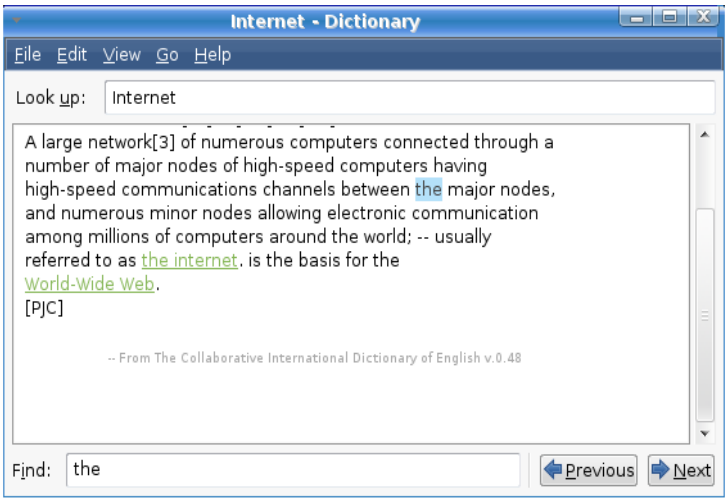
To print the result of the word, choose **File -> Print...**

Inside the Print dialog you can select the printer to use, the paper format, the number of copies.

To see a preview of what will be printed, click “Preview”.

To print, click “Print”.

Find text


Internet - Dictionary
File Edit View Go Help
Look up: Internet
A large network[3] of numerous computers connected through a number of major nodes of high-speed computers having high-speed communications channels between the major nodes, and numerous minor nodes allowing electronic communication among millions of computers around the world; -- usually referred to as the internet. is the basis for the World-Wide Web.
[PJC]
-- From The Collaborative International Dictionary of English v.0.48
Find: the
Previous
Next

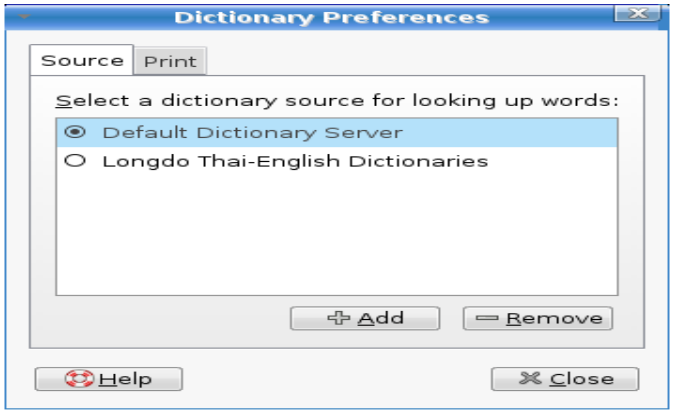
To find out a particular word from the displayed result, choose **Edit -> Find**. In the bottom a text box appears. In that type the word to find.

To find the next occurrence of the text, click “Next”.

To find the previous occurrence of the text, click “Previous”.

Dictionary Sources

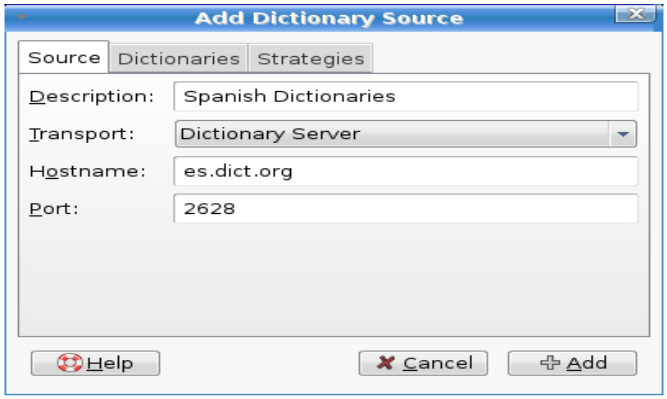
To view dictionary sources click **Edit -> Preferences**



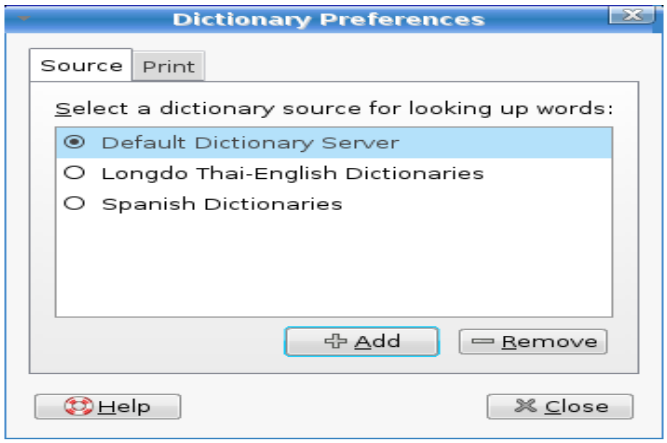
A list of available sources will be displayed. Click on the source from which you want to look up words.

Adding a new dictionary source

To add a new source click the “Add” button in the “Dictionary Preferences” window.



Once you click “Add” the new source will be added to the list.



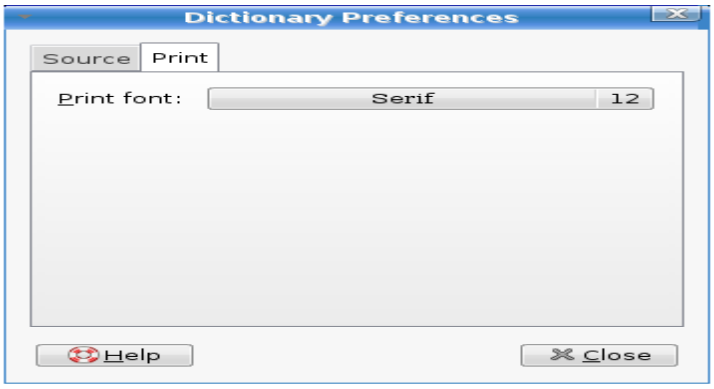
In the figure given above we can see that “Spanish Dictionaries” is added to the list.

Removing a dictionary source

Select the source you want to remove and click “Remove” button. A confirmation dialog appears. In that click “Remove”.

Print Options

To change the print options, choose **Edit -> Preferences.** In the window that appears click on “Print”.



To change the font name and size of the text click the “Print font” button.

11. Accessibility Tools

11.1 E-Speak

E-Speak is a software speech synthesizer for English, and some other languages.

E-Speak produces good quality English speech. It uses a different synthesis method from other open source text to speech (TTS) engines (no concatenative speech synthesis, therefore it also has a very small footprint), and sounds quite different. It's perhaps not as natural or smooth, but some find the articulation clearer and easier to listen to for long periods.

It can run as a command line program to speak text from a file or from stdin. It also works well as a Talker with the KDE text to speech system (KTTS), as an alternative to Festival for example. As such, it can speak text which has been selected into the clipboard, or directly from the browser or the text editor.

E-Speak can also be used with GNOME-speech and Speech Dispatcher.

To start E-Speak choose **Applications -> Universal Access -> E-Speak** or type **espeakedit** in terminal and press *Enter*.

Features:

1. Includes different Voices, whose characteristics can be altered.
2. Can produce speech output as a WAV file.
3. Can translate text to phoneme codes, so it could be adapted as a front end for another speech synthesis engine.
4. Potential for other languages. Rudimentary (and probably humorous) attempts at German and Esperanto are included.
5. Compact size. The program and its data total is about 350 kbytes.
6. Written in C++.

11.2 Orca

Orca(The screen Reader) is a free, open source, flexible, extensible, and powerful assistive technology for people with visual impairments. Using various combinations of speech synthesis, braille, and magnification, Orca helps provide access to applications and toolkits that support the AT-SPI (eg., the GNOME desktop). It will support the gnome-desktop and its applications openoffice, iceweasel and java-platform.

It can use either Festival or E-Speak as speech synthesizer. It will support the languages whatever the speech synthesizer will support.

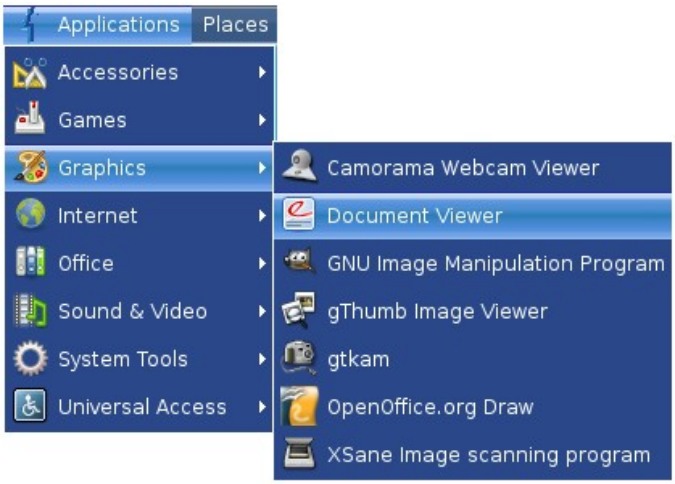
To activate orca choose **Applications -> Universal Access ->Orca screen Reader and Magnifier** or type **orca** in terminal and press *Enter*.

12. Graphics

12.1 Document Viewer

The Evince Document Viewer application enables you to view documents of various formats like Portable Document Format (PDF) files and Post Script files.

To start document viewer, choose **Applications -> Graphics -> Document Viewer** or type **evince** in terminal and press *Enter*.



The Evince Document Viewer window contains the following elements:

Opening a document

To open a document choose **File -> Open....** Choose the name of the file you want to open and click open. The name of the document will be displayed in the title bar of the viewer. The contents of the document will be displayed in the display area.

Navigating through the document

1. To view the next page do any one of the following:
   - Choose **Go -> Next Page**
   - Click “Next” button in the toolbar.
2. To view the previous page do any one of the following:
   - Choose **Go -> Previous Page**
   - Click “Previous” button in the toolbar.
3. To view the first page in the document Choose **Go -> First Page**
4. To view the last page in the document Choose **Go -> Last Page**
5. To view a particular page, enter the page number in the “Select Page” text box on the toolbar, then press *Enter*.

Changing the page size

1. To increase the page size, choose **View -> Zoom In**. Short cut key is *Ctrl++*
2. To decrease the page size, choose **View -> Zoom Out**. Short cut key is *Ctrl+-*
3. To resize a page to have the same width as the Evince Document Viewer display area, choose **View -> Fit Page Width.**
4. To resize a page to fit within the Evince Document Viewer display area, choose **View -> Best Fit.**
5. To resize the Evince Document Viewer window to have the same width and height as the screen, choose **View -> Full Screen**. To resize the Evince Document Viewer window to the original size, click on the "Leave Full Screen" button.

Viewing the Pages or Document Structure

To view any page, perform the following steps:

1. Choose **View -> Sidebar** or press *F9*.
2. Use the drop-down list in the side-pane header to select whether to display document structure or pages in the side pane.
3. Use the side-pane scrollbars to display the required item or page in the side pane. Click on an entry to navigate to that location in the document. Click on a page to navigate to that page in the document.

Viewing the Properties of a Document

To view the properties of a document, choose **File -> Properties.** Short cut key is *Alt+Enter*.

The Properties dialog displays all information available.

Printing the document

To print the document, choose **File -> Print**

Copying the document

To copy a file, perform the following steps:

1. Choose **File -> Save a Copy.**
2. Select the location where you want to save the file and give a new name for the copy.
3. Click "Save".

Working With Password-Protected Documents

An author can use the following password levels to protect a document:

- User password that allows others only to read the document.

- Master password that allows others to perform additional actions, such as print the document.

When you try to open a password-protected document, Evince Document Viewer displays a security dialog. Type either the user password or the master password in the "Enter document password" text box, then click "Open Document".

Closing the document

To close the document, choose **File -> Close**

12.2 Image Viewer

gThumb is an image viewer and browser written for the GNOME environment. It lets you browse your hard disk, showing you thumbnails of image files and view single images of many different formats.

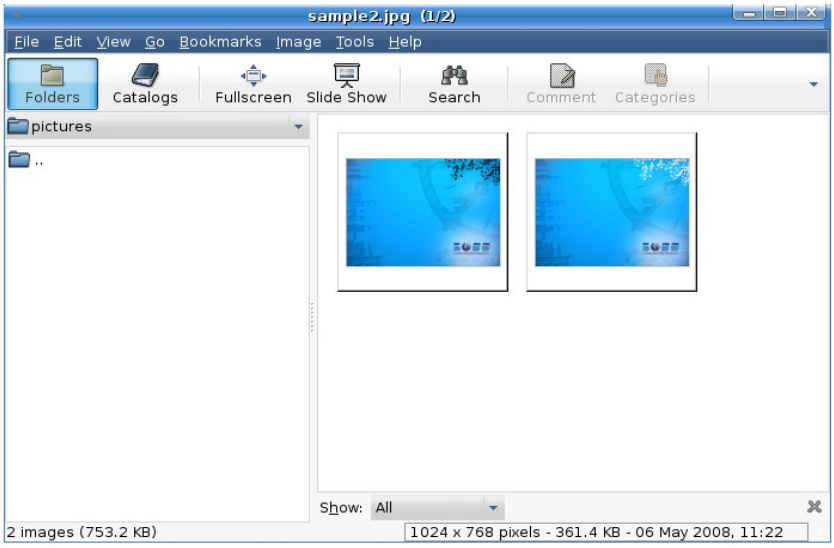
The most common image formats are JPEG and GIF. The JPEG format is good for medium and big sized images because it has a high compression rate keeping a good image quality. The GIF format is used in Web pages for displaying little animations or little static images.

Another important image format is PNG, this format is very common on Unix platforms and is considered a replacement of the GIF format.

gThumb supports all this formats and many others, it also displays GIF animations.

gThumb not only lets you view image files but has many other features such as add comments to images, organize images in catalogs, print images, view slide shows, set your desktop background, and more.

To start Image Viewer choose **Applications -> Graphics -> gThumb Image Viewer** or type **gthumb** in terminal and press *Enter*.



12.2.1 Sort Images

To sort images in a different order choose **View -> Sort Images**, use *Ctrl+R* to reload the current folder, type *T* to view or hide the thumbnails in the images list.

12.2.2 To Add a Folder to the Bookmarks

Frequently used folders can be added to the bookmark list for rapid access. Just go to the folder you want to add to the bookmarks and press *Ctrl+D* or use the menu item **Bookmarks -> Add Bookmark**.

To remove or rearrange bookmarks in a different order choose **Bookmarks -> Edit Bookmarks...**

12.2.3 Viewing Images

In order to view an image just click on its thumbnail and the image will be visualized in the viewer pane. If the image doesn't fit the viewer pane you can give more space to the viewer hiding the browser, this can be accomplished by double-clicking on the thumbnails or pressing the Return key, pressing it again the browser will be displayed again.

Another way of viewing a big image is to view it in full screen mode. Type *F* to activate/deactivate the full screen mode.

Mouse operations :

Holding down the left button and moving the mouse	move the image
Left-click	Show next image
Middle-click	Show previous image
Right-click	Pop up the image menu

Another way of moving images is by the navigation button located in the right bottom corner of the viewer window when the images does not fit in the window. Clicking and holding this button will show you a preview of the image. Moving the mouse you will move the image to the desired position.

12.2.4 Viewing the Image Properties

To view the image properties, perform the following steps:

1. Select the image.
2. Choose **File -> Properties**. gThumb displays a Properties dialog.

12.2.5 To View the Image EXIF Data

To view the exif data attached to an image, use the Properties dialog or perform the following steps:

1. Select the image.
2. View the image pressing Return or double clicking on it.
3. Press *I*. gThumb displays the exif data.

12.2.6 Comments

Comments are pieces of information attached to images.

12.2.6.1 Adding Comments

To add a comment to an image select the image and choose **Edit -> Comment...** or type *C*.

Comments are structured in various parts :

- Comment: a free text describing the picture.
- Place: the place the picture represents.
- Date: the date the picture was taken.

Image comments are displayed in the image list in italic text above the image filename. If the comment is too long the symbol "[..]" is appended to the displayed part of the comment to signal you that the comment is not entirely visible. To view the whole comment use the image properties dialog that can be displayed using the **File -> Properties** menu item or pressing *I*.

12.2.6.2 Add Comments to Many Images

To add a comment to many images, select the images and choose **Edit -> Comment...** or type *C*.

The Comment dialog will fill in the fields that have the same value for all the images leaving all other fields empty.

You can activate the “Save only changed fields” option to change one or more fields of many comments leaving all other fields unchanged.

12.2.6.3 Removing Comments

To remove comments, perform the following steps:

1. Go to the folder or catalog where the images are.
2. Select the images and choose **Edit -> Remove Comment**. gThumb removes the comments.

12.2.6.4 To View an Image Comment

To view an image comment, use the Properties dialog or perform the following steps:

1. Select the image.
2. View the image pressing Return or double clicking on it.
3. Press *I*. gThumb displays the image comment.

12.2.7 Catalogs

Catalogs lets you organize images without moving them from a folder to another, think of them as playlists for images.

Catalogs can be organized in libraries. A library is like a folder that can contain catalogs and other libraries.

12.2.7.1 To Create a Catalog

To create a catalog, perform the following steps:

1. Set the catalogs view by selecting **View -> Catalogs** or pressing *Alt+2*.
2. Choose **File -> New Catalog...**
3. Enter the catalog name and click on "OK". gThumb creates the catalog.

12.2.7.2 To Add Images to a Catalog

To add a series of images to a catalog, perform the following steps:

1. Select the images you want to add to the catalog and choose **Edit -> Add to Catalog**. A window titled "Choose a Catalog" appears.
2. Select an existing catalog or create a new one by clicking "New Catalog" button.
3. Choose "OK". gThumb adds the selected images to the catalog.

12.2.7.3 To View the List of Catalogs

To view the list of catalogs, perform the following step:

1. Press *Alt+2* or choose **View -> Catalog**s.

12.2.7.4 To View a Catalog

To view the content of a catalog, perform the following steps:

1. Set the catalogs view by selecting **View -> Catalogs** or pressing *Alt+2*.
2. Select the catalog by clicking on the catalog name.
3. If you want to go to the image folder, select the image and use the **Go -> Go to**

the Image Folder. gThumb will display the image folder and will scroll the image list in order to make the image visible.

12.2.7.5 To Remove Images from a Catalog

To remove images from a catalog, perform the following steps:

1. Set the catalogs view by selecting **View -> Catalog**s or pressing *Alt+2*.
2. Select the catalog.
3. Select the images you want to delete and choose **Edit -> Remove from Catalog**. gThumb removes the images from the catalog.

12.2.7.6 To Rename, Remove or Move a Catalog

To rename, remove or move a catalog, perform the following steps:

1. Set the catalogs view by selecting **View -> Catalogs** or pressing *Alt+2*.
2. Select the catalog.
3. Choose **File -> Catalog** or use the context menu that can be displayed pressing the right mouse button on the name of the catalog in the catalog list.

12.2.8 Slide Show

You can start a slide show of the images in the current folder by pressing *F12* or selecting the **View -> Slide Show** menu item.

To stop the slide show press *S* or *Esc*.

Switching on/off the full screen mode does not stop the slide show. If the Switch to full screen option is on then the slide show is started in fullscreen mode and exiting from the fullscreen mode will stop the slide show.

The slide show is interrupted when you change folder or re-load the current one.

With the slide show tool and the fullscreen mode you can do presentations. There are two types of presentations: automatic presentations and manual presentations.

12.2.8.1 Automatic Presentation

To do an automatic presentation, perform the following steps:

1. Go to the folder or catalog containing the images you want to present.
2. Select the images you want to view in the slide show, or select none to view all the images in the current folder or catalog.
3. Press *F12* or choose **View -> Slide Show**. gThumb starts an automatic presentation of the images.

To stop the presentation press *S* or *Q* or *Esc*.

12.2.8.2 Manual Presentation

To do a manual presentation, perform the following steps:

1. Go to the folder or catalog containing the images you want to present.
2. Select the image from which you want to start the presentation.
3. Press *F*. gThumb displays the image in fullscreen mode.
4. Press *Space* or *N*. gThumb displays the next image.
5. Press *BackSpace* or *B*. gThumb displays the previous image.

To stop the presentation press *Q* or *Esc*.

13. Special Purpose Tools

13.1 Migration Tool

BOSS Bulk Document Converter

This converter allows you to convert one format of documents into the other format of documents like doc to pdf, doc to html etc.,

Usage:

- Place all the documents that need to be converted into one source folder and create an empty folder as destination folder.
- Choose **Applications -> Office->BOSS Bulk Document Converter** or type **converter** in terminal and press *Enter*.
- Select the source and destination folders and the respective formats to be converted.
- You will find your converted documents in the destination folder.

Source and Destination selection

Once we select the Bulk Document Converter, this window will open, where we browse the source and destination folder or copy and paste the pathname of the folders. Then click “Next” to proceed.

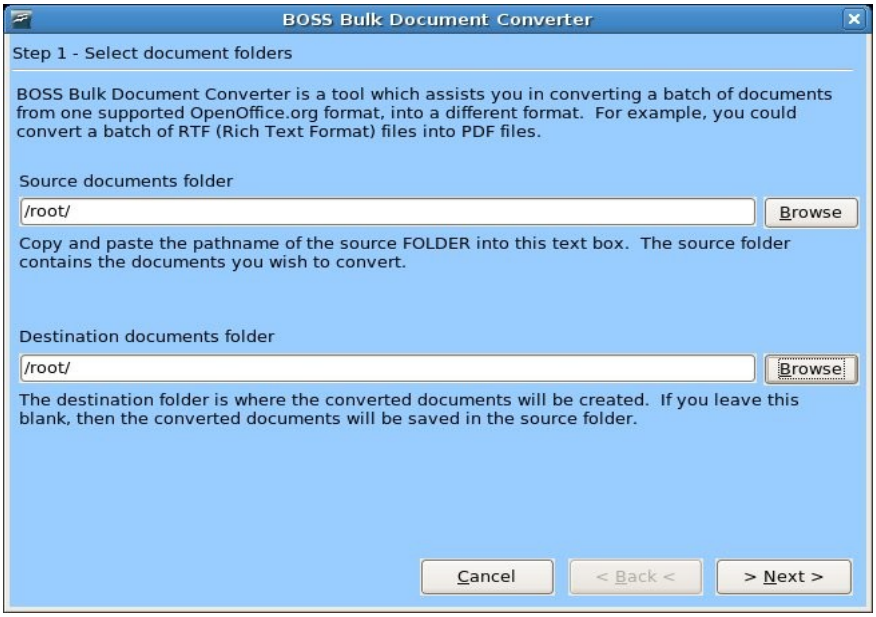

BOSS Bulk Document Converter
Step 1 - Select document folders
BOSS Bulk Document Converter is a tool which assists you in converting a batch of documents from one supported OpenOffice.org format, into a different format. For example, you could convert a batch of RTF (Rich Text Format) files into PDF files.
Source documents folder
/root/
Browse
Copy and paste the pathname of the source FOLDER into this text box. The source folder contains the documents you wish to convert.
Destination documents folder
/root/
Browse
The destination folder is where the converted documents will be created. If you leave this blank, then the converted documents will be saved in the source folder.
Cancel
< Back <
> Next >

Figure 1. Source and Destination selection screen

Overall Document type

After the source and destination selection, there comes a first level of categorization of documents. According to the format of the source file, we have to select the document type.

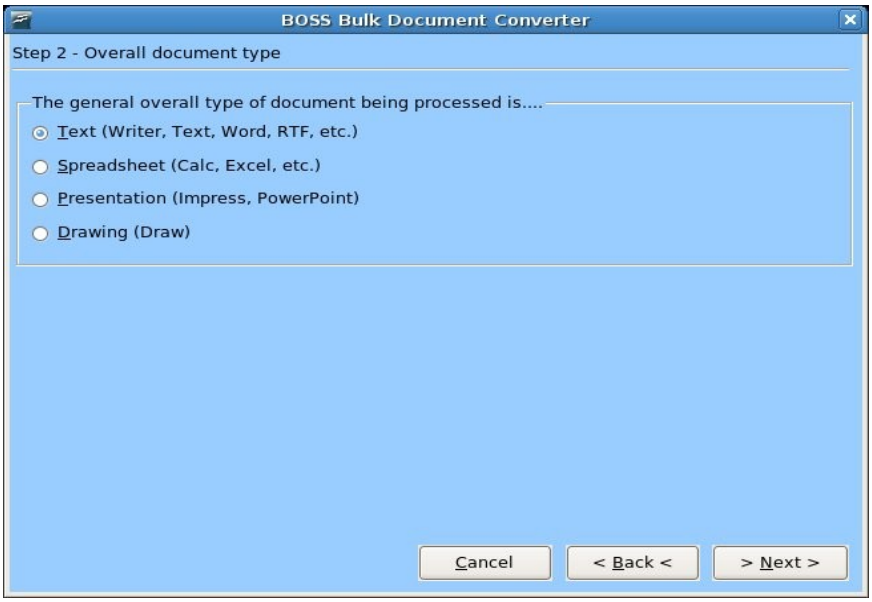

BOSS Bulk Document Converter
Step 2 - Overall document type
The general overall type of document being processed is....
Text (Writer, Text, Word, RTF, etc.)
Spreadsheet (Calc, Excel, etc.)
Presentation (Impress, PowerPoint)
Drawing (Draw)
Cancel
< Back <
> Next >

Figure 2. Overall Document type

Exact source format

Next, the sub-categories of the general overall document type, that we selected appears. Select the exact format of the source. Click "Next" and then proceed.

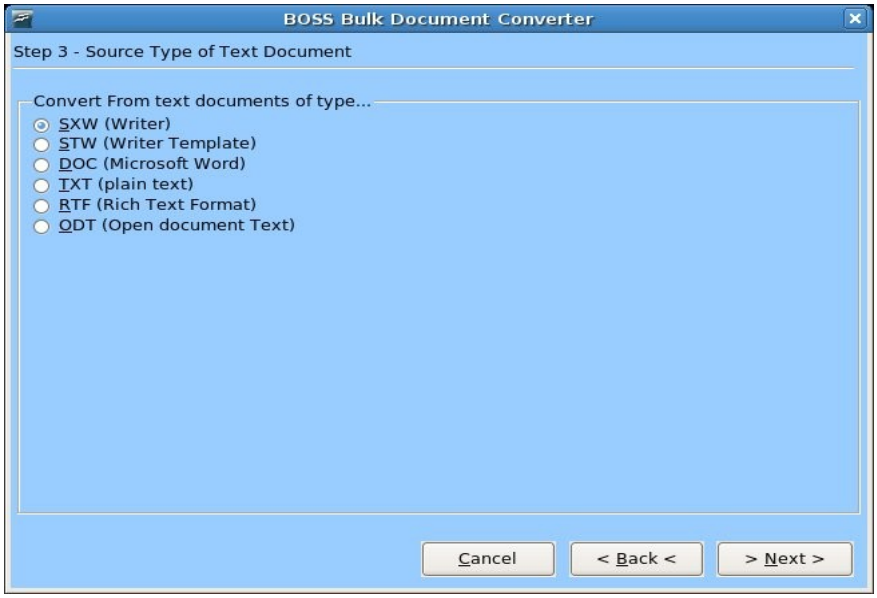


Figure 3. Source Document type

Destination type

The possible destination type format for the selected source format appears now. Select the appropriate format from the list. Once selected, click “Next” to proceed.

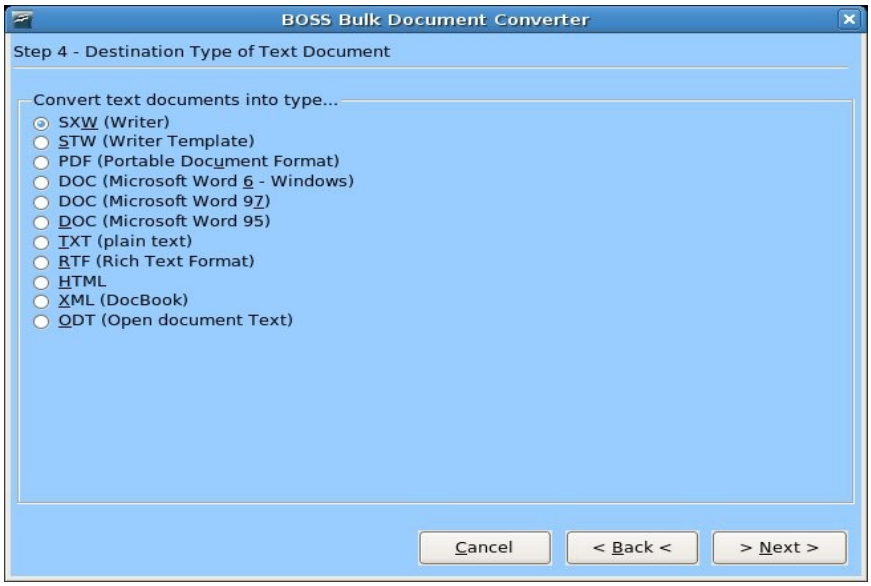


Figure 4. Destination Document type

Conversion

Finally, the warning page for the conversion appears, if you click “Next”, the conversion gets completed.

The screen shots are as follows:

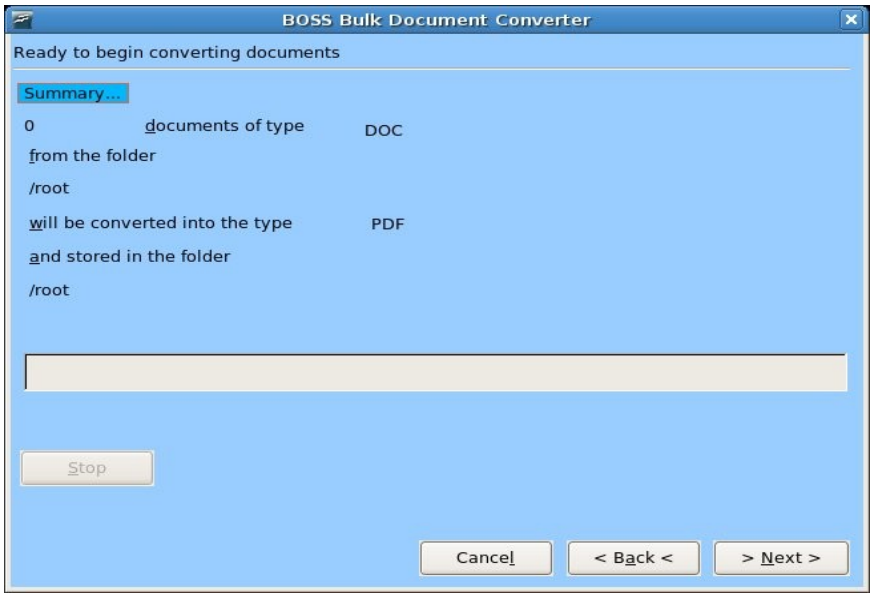


Figure 5. Warning screen

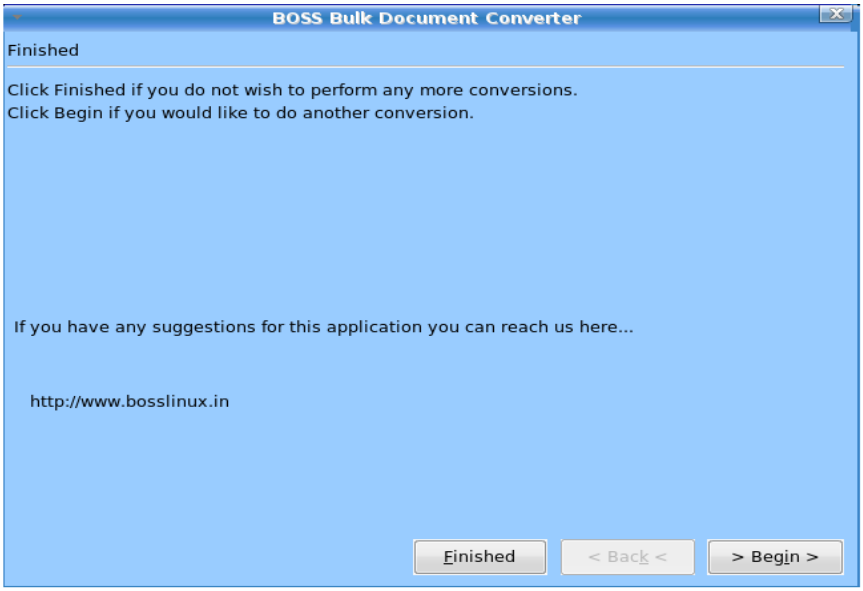
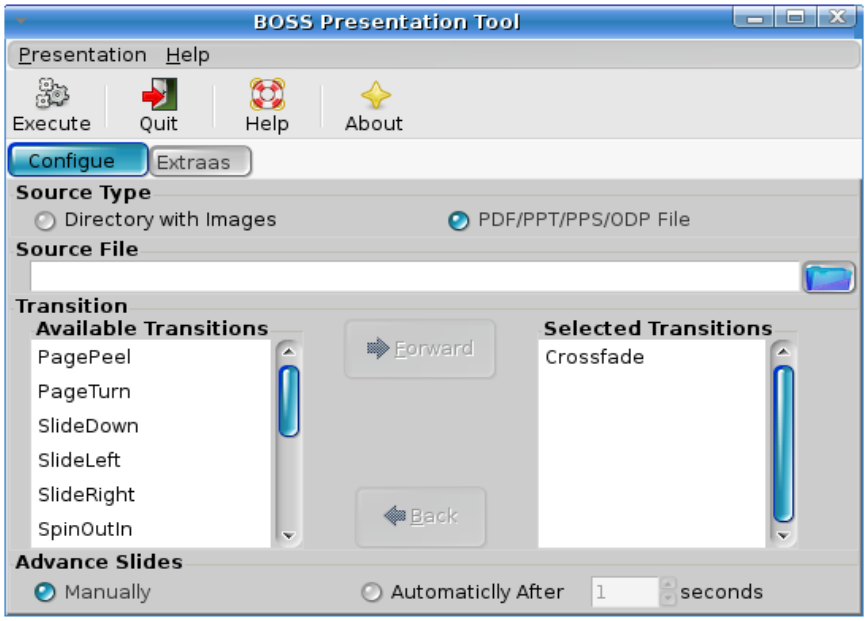

BOSS Bulk Document Converter
Finished
Click Finished if you do not wish to perform any more conversions.
Click Begin if you would like to do another conversion.
If you have any suggestions for this application you can reach us here...
http://www.bosslinux.in
Finished
< Back <
> Begin >

Figure 6. Conversion Completed

13.2 BOSS Presentation Tool

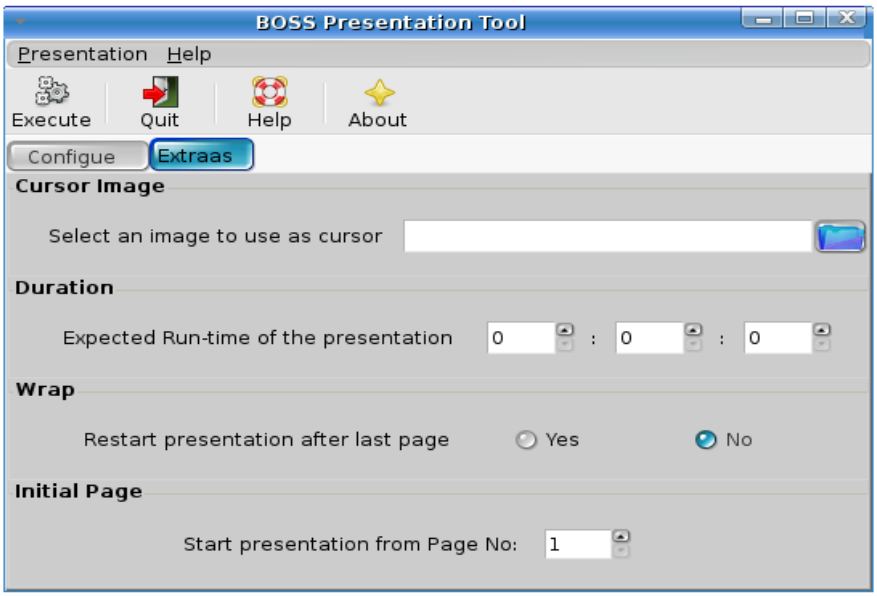
BOSS Presentation tool is the KeyJnote application. KeyJnote is a simple presentation program that displays slide shows of image files (JPEG, PNG, TIFF and BMP) or PDF documents.

To open BOSS Presentation Tool choose, **Applications->Office->BOSS-Presentation-Tool** or type **boss-presentation-tool** in terminal and press *Enter*.



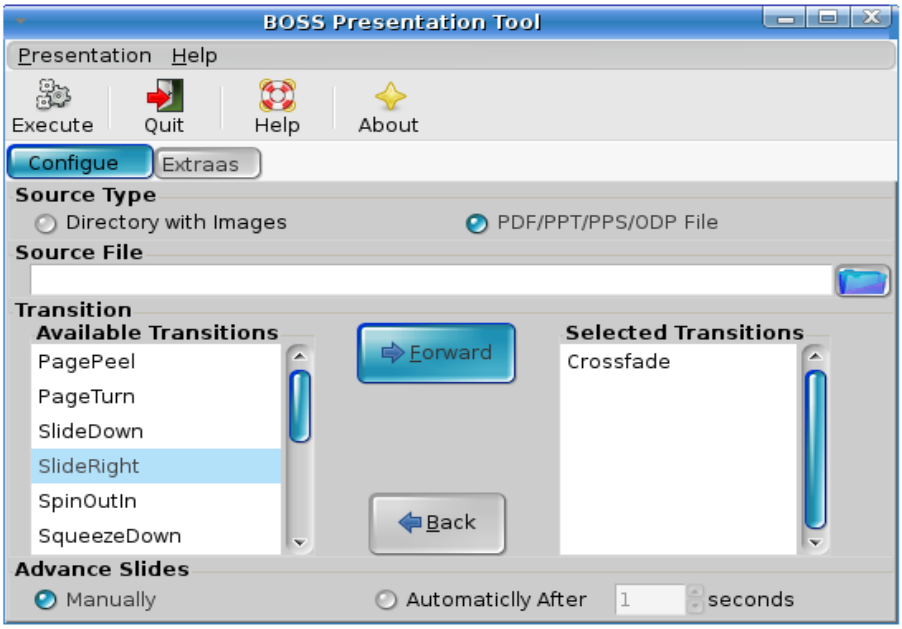
To display images using the presentation tool click “Directory with Images” option. Click the “Browse” button and select a directory(folder) containing one or more images.

To display a PDF or PPT or PPS or ODP file using the presentation tool click “PDF/PPT/PPS/ODP File” option. Click the “Browse” button and select the file with extension .pdf or .ppt or .pps or .odp

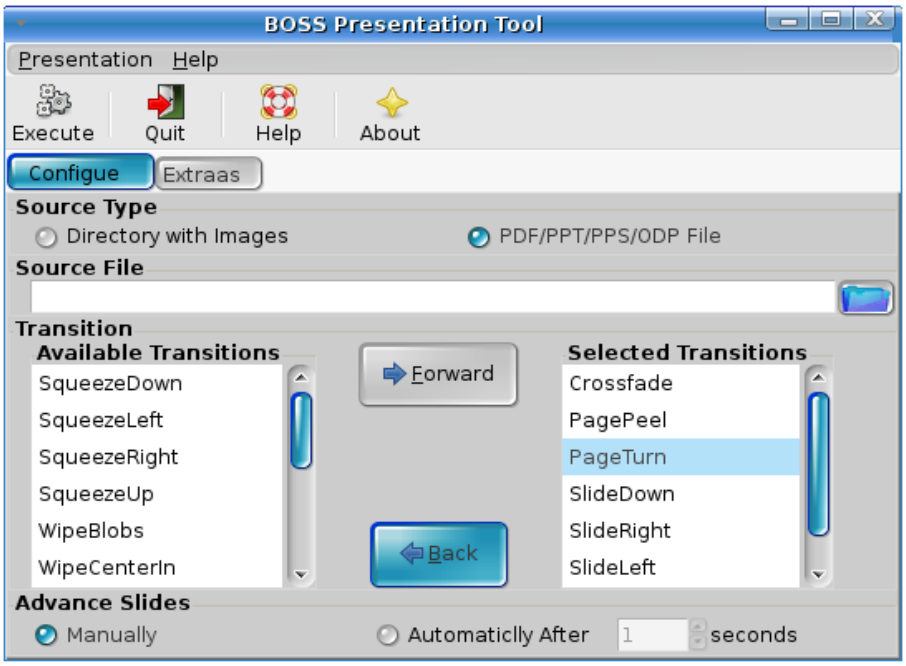


Transitions

Any number of transitions can be applied. The "Available Transitions" box contain a list of all the available transitions. To apply a transition click the transition and click the "Forward" button. The selected transitions will be moved to the "Selected Transitions" box.

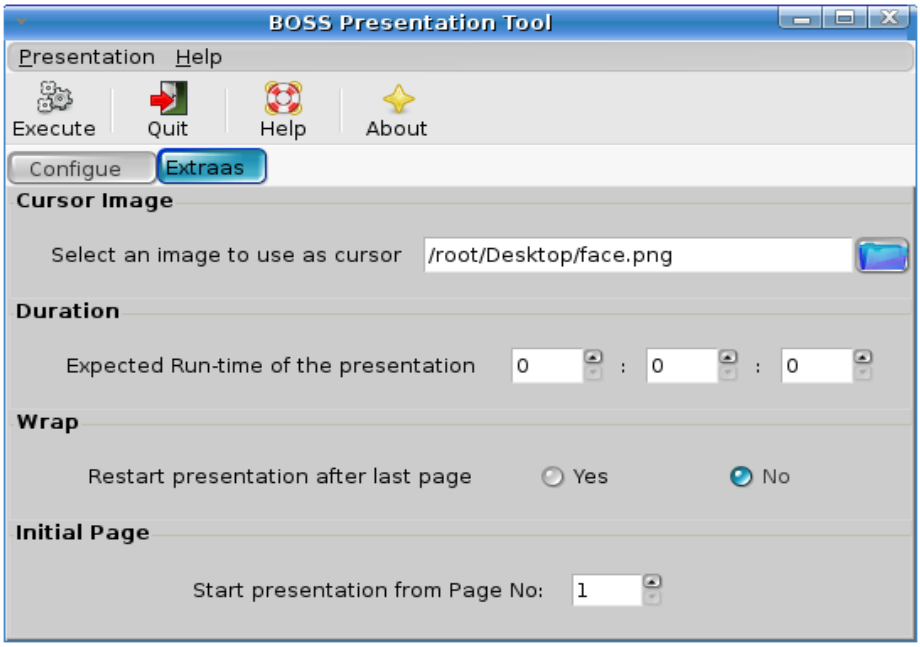


To remove any of the selected transition click the corresponding transition and click "Back" button.



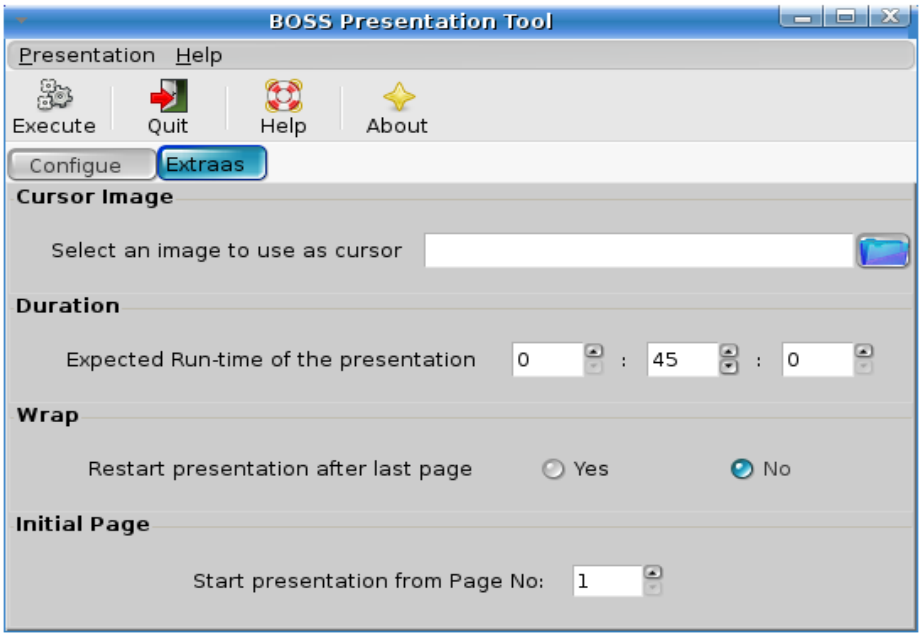
Cursor Image

Instead of using the normal mouse pointer, an image can be used as Cursor.

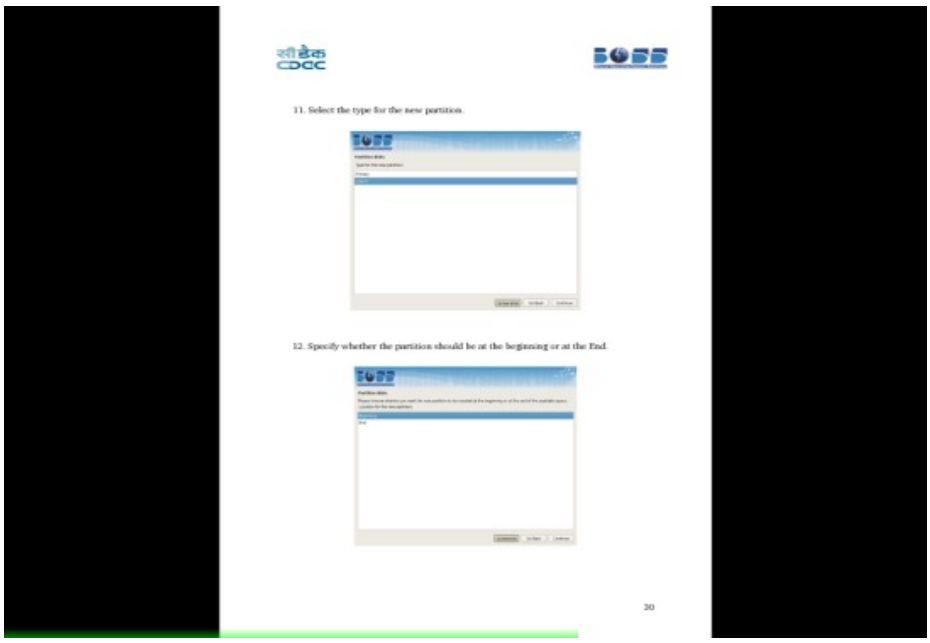


Run Time of the presentation

While giving presentation some time limits will be there. The presenter will not be aware of how much time is left out while giving the presentation. For this the user can specify the time limit.



A progress bar will appear at the bottom of the slide showing the remaining time. If some time is left out the bar will be in "green" color. If the time is over the color of the bar will change to "red".

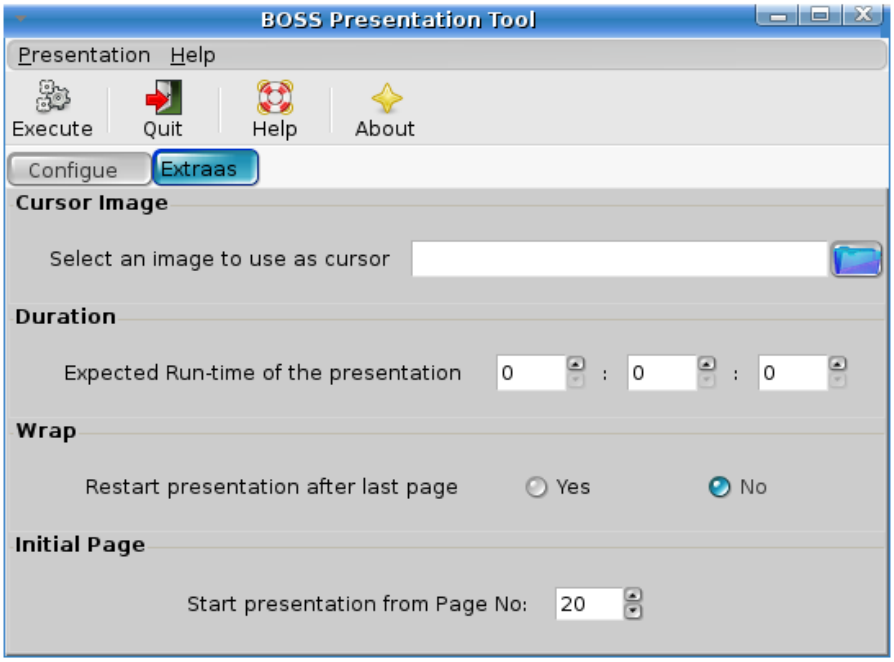


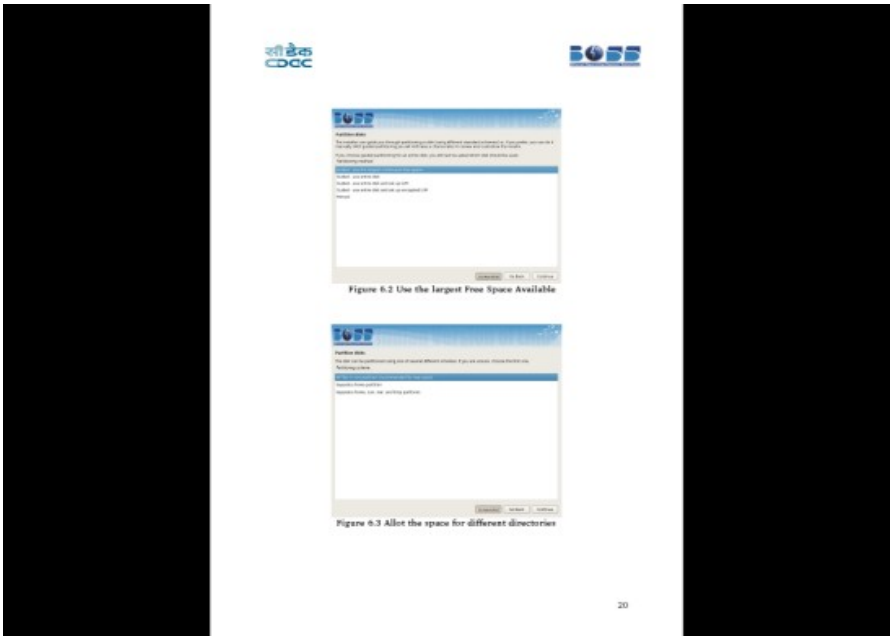
Wrap

After the last page of the presentation if the first page should appear again set the wrap option as "Yes".

Initial Page

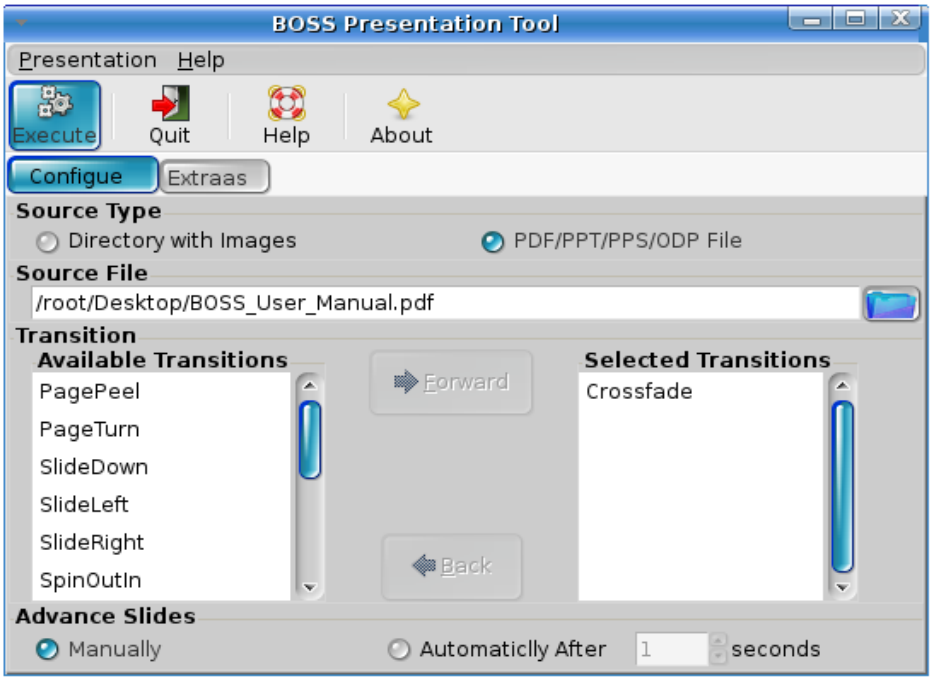
By default the presentation will start from the first page. To start the presentation from a page other than the first page use the "Initial Page" option.





Executing the presentation

To execute, choose **Presentation -> Execute** from the menu or Press "Execute" icon from toolbar. Keyboard Shortcut – *F8*.



Keyboard and Mouse Operations

Q key or Esc key

Quit BOSS Presentation Tool immediately.

LMB (Left Mouse Button), Page Down key, Cursor Down key, Cursor Right key or Spacebar

Go to the next page.

RMB (Right Mouse Button), Page Up key, Cursor Up key, Cursor Left key or Backspace key

Go to the previous page.

Home Key / End Key

Go directly to the first or last page of the presentation.

F key

Toggle fullscreen mode.

Tab key or MMB (Middle Mouse Button)

Zoom back to the overview page. While in overview mode, a page can be selected with the mouse and activated with the left mouse button. The right or middle mouse button or the Tab key leave overview mode without changing the current page.

LMB over a PDF hyperlink

Jump to the page referenced by the hyperlink. Only hyperlinks that point into the same document are supported; inter-document links or web links will be ignored. This feature is only available if pdftk is installed. Furthermore, it will not work properly when pages are rotated.

Click & Drag with LMB (Left Mouse Button)

Create a new highlight box. While at least one highlight box is defined on the current page, the page itself will be shown in a darker and blurry rendition. Only the highlight boxes will be displayed in their original lightness and sharpness. If a page with highlight boxes is left, the boxes will be saved and restored the next time this page is shown again.

RMB (Right Mouse Button) over a highlight box

If the right mouse button is clicked while the mouse cursor is above a highlight box, the box will be removed. If the last box on a page is removed, the page will turn bright and sharp again.

S key

Save the info script associated with the current presentation. The main purpose for this is to permanently save highlight boxes so they will be restored the next time this presentation is started.

T key

Activate or deactivate the time display at the upper-right corner of the screen. If the timer is activated while the very first page of the presentation is shown, it activates »time tracking» mode. In this mode, a report of all pages visited with their display duration, enter and leave times will be written to standard output. This will be very useful when preparing presentations.

R key

Reset the presentation timer.

Return key or Enter key

Toggle spotlight mode. In this mode, the page is darkened in the same way as if highlight boxes are present, but instead of the boxes, a circular “spotlight” will be shown around the mouse cursor position, following every motion of the mouse cursor.

+ key / – key or mouse wheel

Adjust the spotlight radius.

Z key

Toggle zoom mode. When this key is first pressed, the current page will zoom in. In zoom mode, all other functions will work as normal. Any operations that leave the current page, such as moving to the next or previous page or entering the overview screen, will leave zoom mode, too.

O key

This will toggle the »visible on overview page« flag of the current page. The result will

not be visible immediately, but it can be saved to the info script (using the *S* key) and will be in effect the next time the presentation is started.

I key

This will toggle the skip flag of the current page. A page marked as skipped will not be reachable with the normal forward/backward navigation keys.

Click & Drag with RMB (Right Mouse Button) in zoom mode

Moves the visible part of the page in zoom mode.

Cursor keys in overview mode

Navigate through pages.

Any other alphanumeric (*A-z, 0-9*) or function key (*F1-F12*) can be used to assign shortcuts to pages that require quick access. If one of the keys is pressed together with Shift, the currently displayed page is associated with this key. To recall the page later, it is sufficient to press the shortcut key again. Shortcuts can be permanently stored with the S key.

13.3 3D – Desktop

3D-Desktop is an OpenGL program for switching virtual desktops in a seamless 3-dimensional manner on Linux. The current desktop is mapped into a fullscreen 3D environment where you may choose other screens.

The system performance effects when you use the 3D Desktop, so if you want to disable the 3D desktop then right-click on the “Compiz Fusion Icon” that is displayed in the panel (right bottom corner) and click Select **Window Manager -> Metacity**. This will change your theme from compiz to metacity and 3D will be deactivated.

[Super-Key = Windows Key]

The transition from working desktop to fullscreen 3D environment is seamless. In other words when the pager activates you see your current desktop appear to zoom out to a point in space where you can see your other virtual desktops allowing you to select another.

General Option: Press *Alt+Mouse* wheel to make window translucent/opaque

Application Switcher: Press *Alt+Tab* to switch between windows from current workspace. Press *Ctrl+Alt+Tab* to switch between windows from all workspaces.

Rotate cube: Press *Ctrl+Alt+Left/Right Arrow* to switch between the desktops on cube; Press *Ctrl+Shift+Alt+Left/Right Arrow* to send the active window to the left/right workspace. Press *Ctrl+Alt+Left-click* to grab and rotate cube manually

Zoom: Press *Super-key+Mouse wheel up/down* to zoom in/out manually

Move Window: Press *Alt+Left-click* to move window. Press *Ctrl+Shift+Left-click* to Snap move window (will stick to borders)

Resize window: Press *Alt+Middle-click*

Water: Hold *Ctrl+Super key* and move mouse. Your pointer is moving on water (Disabled by default) *Shift+F9* Rain is falling on your screen

Minimize Effect: Animations when creating or closing windows

Negative: Press *Super Key+m* to get the inverse color of the screen. Press *Super Key+n* to get the inverse color of the current window

Screenshot: Press *Ctrl+Alt+Left-Click* and grab to take a screenshot of the cube (picture will saved in the desktop)

For further information visit http://wiki.compiz-fusion.org/

14. Playing Music and Movies

14.1 Volume Control

The GNOME Volume Control application is an audio mixer that provides convenient means of controlling the volume and balance the sound output and input of computers.

To start Volume Control choose **Applications -> Sound & Video -> Volume Control** or type **gnome-volume-control** in terminal and press *Enter*.

14.1.1 Changing Mixer Volume

To change a mixer volume, use the channel faders for that mixer, as follows:

- To increase the volume, slide the fader up.
- To decrease the volume, slide the fader down.

14.1.2 To Lock the Mixer Channels

To lock the left and right mixer channels together, select the Lock option for that mixer. When you lock the mixer channels, GNOME Volume Control synchronizes both faders.

14.1.3 Silencing a Mixer

To silence a mixer, select the Mute option for that mixer.

Note: When you adjust the fader of a muted channel, GNOME Volume Control deselects the Mute option for that mixer.

14.1.4 Specify the Current Recording Source

Any mixer that has a Rec option can be a recording source.

- To specify the current recording source, select the Rec option for that mixer.

14.2 Banshee Music Player

Banshee, is a music manager for GNOME written in Mono. Banshee organizes all of your music on your computer as well as your digital audio player. Banshee supports ripping music from CDs, burning music to disc, listening to internet radio, Podcast support, and digital audio player support, including transcoding.

To start Banshee Music Player, choose **Applications -> Sounds & Video -> Banshee Music Player** or type **banshee** in terminal and press *Enter*.

14.2.1 Importing Music

The first time you run Banshee, you will be prompted to import your digital music collection. You can import digital music files including OGG, FLAC, MP3 or WAV. Banshee will then sort your music based on artist, track name, track number or album. Clicking on one of the columns will make Banshee sort in that order. To import music at a later date, click "Music", then "Import Music..." and choose the location on your hard drive to import your music.

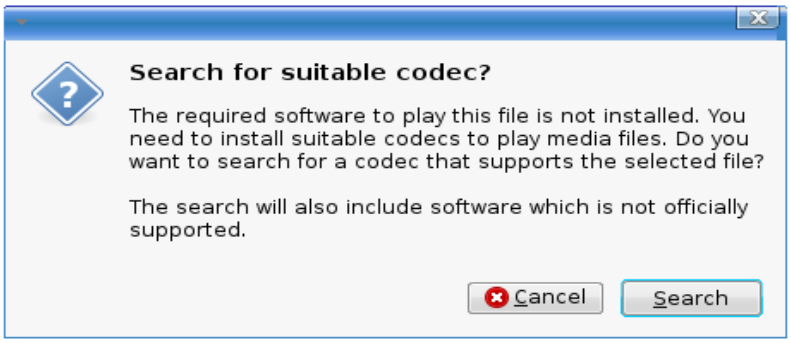
To import music from an audio CD, insert the CD in your CD-ROM drive. The left hand side of Banshee on the side menu will display a CD icon.

Click on the CD icon on the left bar to display the songs on the CD. Click on "Import CD" in the upper right hand corner and Banshee will import the songs into your collection in the file format you've chosen in your Preferences. To choose the file format (OGG, MP3, FLAC or WAV), click **Edit -> Preferences**. In the “CD Importing” section choose the format from the “Output Format” drop down menu.

14.2.2 Playing Music

To start playing a song, double click on the song or hit the play button in the upper left corner.

If suitable codecs for that format is not installed the following window appears:


Search for suitable codec?
The required software to play this file is not installed. You need to install suitable codecs to play media files. Do you want to search for a codec that supports the selected file?
The search will also include software which is not officially supported.
Cancel
Search

Once search is clicked a window appears showing the list of available codecs. Select the codecs you want to install and click “Install”.

Install multimedia codecs
Codec
Popularity
GStreamer extra plugins
Codecs to play mp3, sid, mpeg1, mpeg2, AC-3, DVD ...
GStreamer Fluendo MP3 Plugin
Codecs to play MP3 Files
GStreamer ffmpeg video plugin
Codecs to play mpeg, divx, mpeg4, ac3, wmv and as...
GStreamer ffmpeg video plugin
FFmpeg plugin for GStreamer
This GStreamer plugin supports a large number of audio and video compression formats through the use of the FFmpeg library.
Help
Cancel
Install

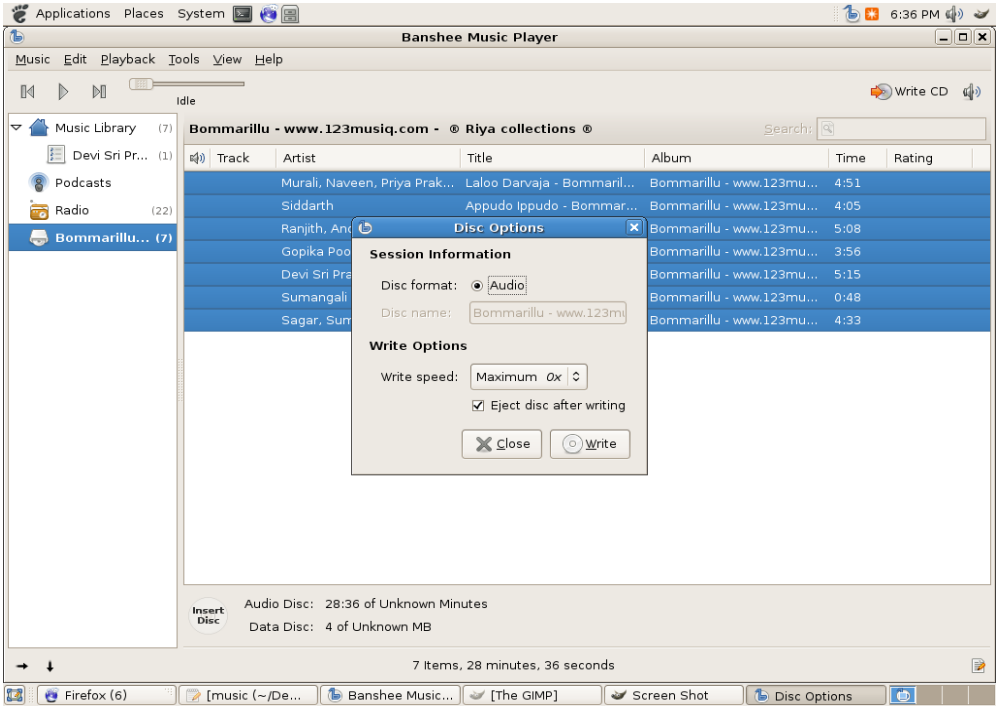
Once the installation of codecs is completed you can play the song. If the current song is over, banshee will play the next song. You can also rate the song one to five stars depending on how much you like the song, and sort by rating, or build a smart playlist based on the rating. Smart playlists can be a very powerful tool to build custom playlists. To learn more about Smart Playlists, visit the Banshee User Guide.

14.2.3 Podcasts

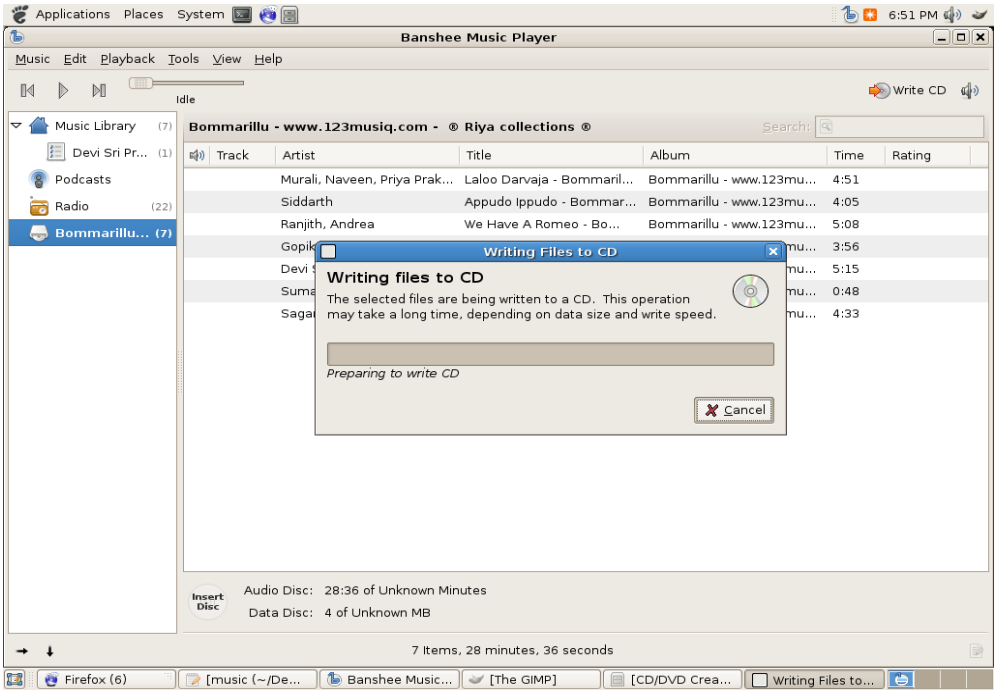
Banshee supports subscribing and listening to Podcasts. Choose "Podcasts" on the left hand side menu. To subscribe to a Podcast, click on "Subscribe to Podcast". Enter the URL of the Podcast you would like to subscribe to. Banshee will then begin to download the latest Podcast, and show all available downloads for the URL in the bottom pane. Click on the check box to download additional Podcasts.

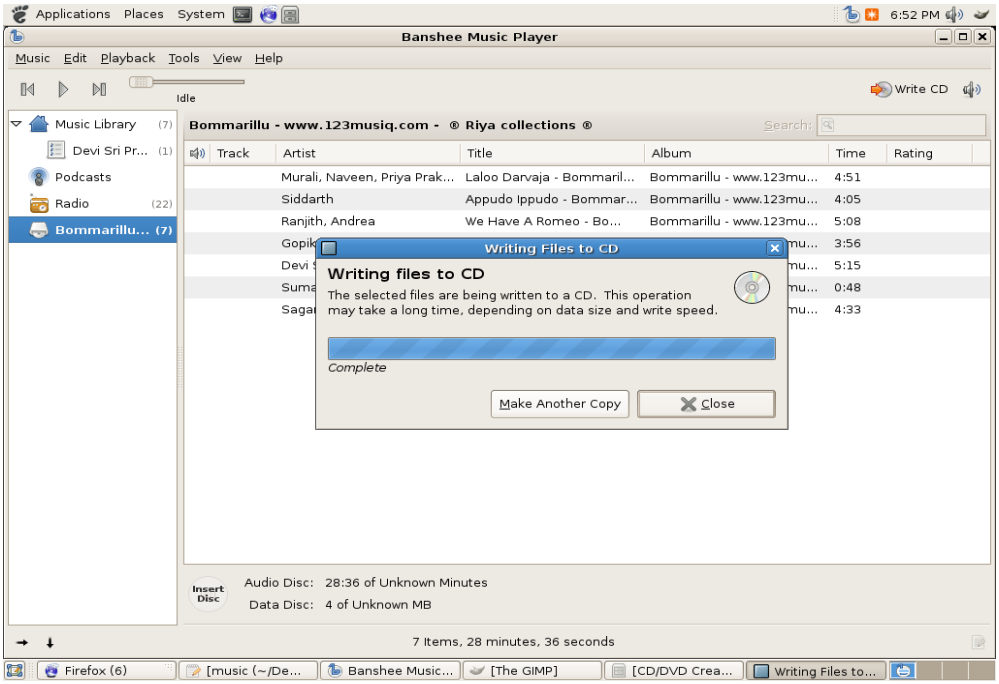
14.2.4 Burning Music

To burn music to CD, insert a blank CD-R into your CD-drive. Banshee will display an icon on the left hand side menu. From your music library, drag and drop the music files you would like to burn to CD. Click on the blank CD and review the files you want to copy. When ready to burn, click on the “Write CD” button in the upper right hand corner.


Applications Places System
6:36 PM
Banshee Music Player
Music Edit Playback Tools View Help
Idle
Write CD
Music Library (7)
Devi Sri Pr... (1)
Podcasts
Radio (22)
Bommarillu... (7)
Bommarillu - www.123musiq.com - ® Riya collections ®
Search:
Track Artist Title Album Time Rating
Murali, Naveen, Priya Prak... Laloo Darvaja - Bommaril... Bommarillu - www.123mu... 4:51
Siddarth Appudo Ippudo - Bommar... Bommarillu - www.123mu... 4:05
Ranjith, An Bommarillu - www.123mu... 5:08
Gopika Poo Bommarillu - www.123mu... 3:56
Devi Sri Pra Bommarillu - www.123mu... 5:15
Sumangali Bommarillu - www.123mu... 0:48
Sagar, Sum Bommarillu - www.123mu... 4:33
Disc Options
Session Information
Disc format: Audio
Disc name: Bommarillu - www.123mu
Write Options
Write speed: Maximum 0x
Eject disc after writing
Close Write
Insert Disc
Audio Disc: 28:36 of Unknown Minutes
Data Disc: 4 of Unknown MB
7 Items, 28 minutes, 36 seconds
Firefox (6) [music (~/De... Banshee Music... [The GIMP] Screen Shot Disc Options

Banshee will automatically transcode your files such as FLAC, OGG or MP3 to WAV during the burning process to create an audio CD. When complete, Banshee will eject your CD and you will be able to listen to it in a CD player.


Applications Places System
6:51 PM
Banshee Music Player
Music Edit Playback Tools View Help
Idle
Write CD
Music Library (7)
Devi Sri Pr... (1)
Podcasts
Radio (22)
Bommarillu... (7)
Bommarillu - www.123musiq.com - ® Riya collections ®
Search:
Track Artist Title Album Time Rating
Murali, Naveen, Priya Prak... Laloo Darvaja - Bommaril... Bommarillu - www.123mu... 4:51
Siddarth Appudo Ippudo - Bommar... Bommarillu - www.123mu... 4:05
Ranjith, Andrea We Have A Romeo - Bo... Bommarillu - www.123mu... 5:08
Writing Files to CD
Writing files to CD
The selected files are being written to a CD. This operation may take a long time, depending on data size and write speed.
Preparing to write CD
Cancel
Insert Disc
Audio Disc: 28:36 of Unknown Minutes
Data Disc: 4 of Unknown MB
7 Items, 28 minutes, 36 seconds
Firefox (6) [music (~/De... Banshee Music... [The GIMP] [CD/DVD Crea... Writing Files to...


Applications Places System
6:52 PM
Banshee Music Player
Music Edit Playback Tools View Help
Idle
Write CD
Music Library (7)
Devi Sri Pr... (1)
Podcasts
Radio (22)
Bommarillu... (7)
Bommarillu - www.123musiq.com - ® Riya collections ®
Search:
Track Artist Title Album Time Rating
Murali, Naveen, Priya Prak... Laloo Darvaja - Bommaril... Bommarillu - www.123mu... 4:51
Siddarth Appudo Ippudo - Bommar... Bommarillu - www.123mu... 4:05
Ranjith, Andrea We Have A Romeo - Bo... Bommarillu - www.123mu... 5:08
Writing Files to CD
Writing files to CD
The selected files are being written to a CD. This operation may take a long time, depending on data size and write speed.
Complete
Make Another Copy
Close
Insert Disc
Audio Disc: 28:36 of Unknown Minutes
Data Disc: 4 of Unknown MB
7 Items, 28 minutes, 36 seconds
Firefox (6)
[music (~/De...
Banshee Music...
[The GIMP]
[CD/DVD Crea...
Writing Files to...

14.2.5 Internet Radio

Banshee can also play internet radio streams. Banshee comes with over 20 internet radio stations pre-programmed. To begin listening, click on "Radio" on the left hand side menu, and then double click a station to begin listening. To add a station, click on the "Add Station" in the upper right hand corner. Assign the station to a “Station Group”, Enter the name of the station in “Station Title”, copy the URL into the “Stream URL”, enter a description, which is optional and click “Save” to add your station. Double click the station to start listening.

14.2.6 Digital Audio Players

Banshee has support to manage your digital audio player, such as an iPod or Creative Nomad. Plug your DAP via USB, and it will appear in the left hand side menu. You can drag and drop songs from your music library on to your DAP by highlighting the songs in your library and dragging them over the icon in the side menu.

14.3 Movie Player

Totem is the official movie player of the GNOME desktop environment. It is also BOSS's default video player. Totem plays any xine or gstreamer-supported file. It enables you to play movies or songs.

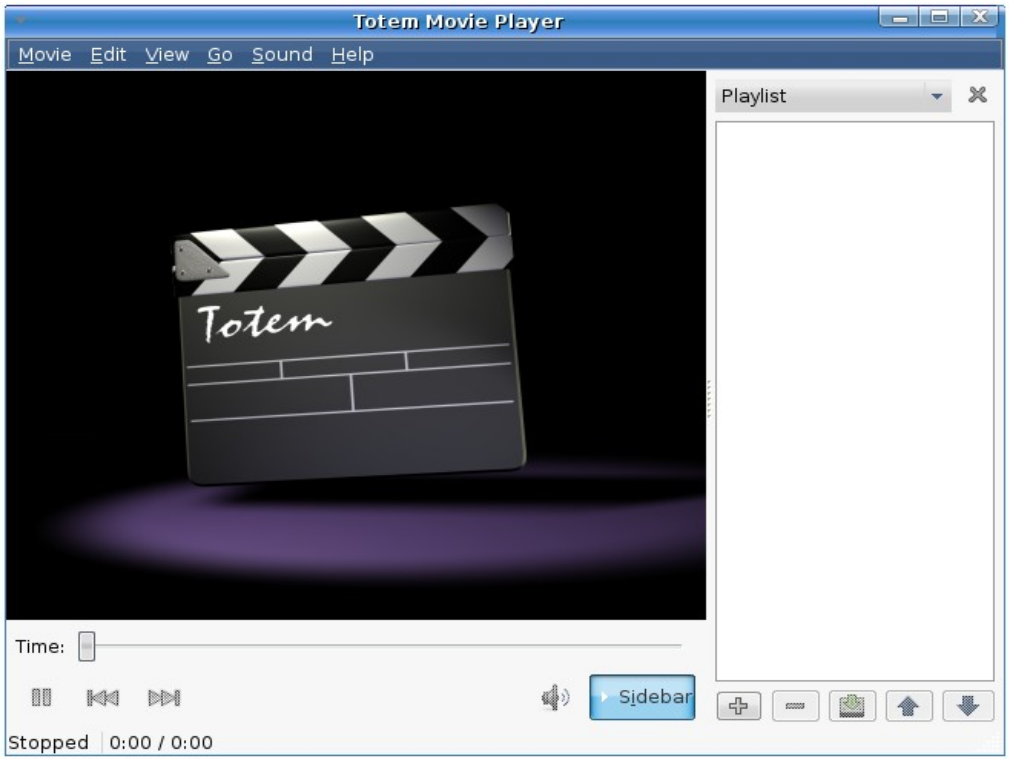
To start Totem, choose **Applications -> Sounds & Video -> Movie Player** or type **totem** in terminal and press *Enter*.

Totem Movie Player provides the following features:

- Support a variety of video and audio files.
- Provide a variety of zoom levels and aspect ratios, and a full screen view.
- Seek and Volume controls.
- A playlist.
- A complete keyboard navigation.

Totem Movie Player also comes with additional functionalities such as:

- Video thumbnailer for GNOME.
- Nautilus properties tab.

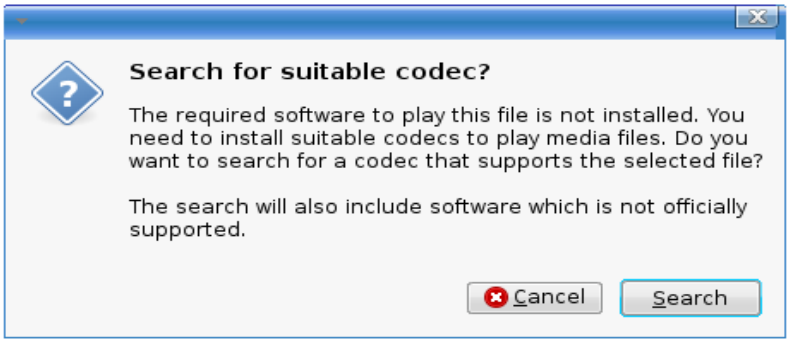


14.3.1 Opening a File

To open a video or an audio file, choose **Movie -> Open** (*Ctrl+O*). “Select Movies or Playlists” dialog is displayed. Select the file you want to open, and click “OK”.

You can drag a file from another application such as a file manager to the Totem Movie Player window. The Totem Movie Player application will open the file and play the movie or song. Totem Movie Player displays the title of the movie or song beneath the display area and in the title bar of the window.

If suitable codecs for the format your are trying to play is not installed the following window appears:


Search for suitable codec?
The required software to play this file is not installed. You need to install suitable codecs to play media files. Do you want to search for a codec that supports the selected file?
The search will also include software which is not officially supported.
Cancel
Search

Once “Search” is clicked a window appears showing the list of available codecs. Select the codecs you want to install and click “Install”.

Install multimedia codecs
Codec
Popularity
GStreamer extra plugins
Codecs to play mp3, sid, mpeg1, mpeg2, AC-3, DVD ...
GStreamer Fluendo MP3 Plugin
Codecs to play MP3 Files
GStreamer ffmpeg video plugin
Codecs to play mpeg, divx, mpeg4, ac3, wmv and as...
GStreamer ffmpeg video plugin
FFmpeg plugin for GStreamer
This GStreamer plugin supports a large number of audio and video compression formats through the use of the FFmpeg library.
Help
Cancel
Install

Once the installation of codecs is completed you can play the song or movie.

14.3.2 Opening a Location

To open a file by URI location, choose **Movie -> Open Location** (*Ctrl+L*). The Open from URI dialog is displayed. Use the drop-down combination box to specify the URI location of file you would like to open, then click on the Open button.

14.3.3 Play a Movie (DVD or CD)

Insert the disc in the optical device of your computer, then choose **Movie -> Play Disc**.

14.3.4 Eject a DVD or CD

To eject a DVD or CD, choose **Movie -> Eject** (*Ctrl+E*).

14.3.5 Pause a Movie or Song

To pause a movie or song that is playing, click on the Pause button at the bottom left of the window, or choose **Movie -> Play/Pause**. When you pause a movie or song, the status bar displays “Paused” and the time elapsed on the current movie or song stops.

To resume playing a movie or song, click on the Play button, or choose **Movie -> Play/Pause**.

14.3.6 View Properties of a Movie or Song

To view properties of a movie or song, choose **View -> Sidebar** to make the sidebar appear, and choose “Properties” in the drop-down list.

The dialog contains the following information:

- General - Title, artist, year and duration of movie or song.
- Video - Video dimensions, codec and frame rate.
- Audio - Audio bit rate and codec.

14.3.7 Changing the Video Size

To change the zoom factor of display area, you can use the following methods:

- To zoom to full screen mode, choose **View -> Fullscreen** or press *F*
- To exit fullscreen mode, click on the “Leave Fullscreen” button or press *Esc* or *F*.
- To zoom to half size (50%) of the original movie or visualization, choose **View -> Fit Window to Movie -> Resize 1:2** .
- To zoom to size (100%) of the original movie or visualization, choose **View -> Fit Window to Movie -> Resize 1:1**.

- To zoom to double size (200%) of the original movie or visualization, choose **View -> Fit Window to Movie -> Resize 2:1 (2)**.

14.3.8 Adjusting the Volume

- To increase the volume, choose **Sound -> Volume Up** (*Up Arrow*) or move the volume slider to the right.
- To decrease the volume, choose **Sound -> Volume Down** (*Down Arrow*) or move the volume slider to the left.

To adjust the sound volume, you can also use the volume button in the panel or keyboard. Press the volume button and choose the volume level with the slider.

14.3.9 Make Window Always On Top

To make the Totem Movie Player window always on top of other application windows, choose **View -> Always on Top**

14.3.10 Repeat Mode

To enable or disable repeat mode, choose **Edit -> Repeat Mode**.

14.3.11 Shuffle Mode

To enable or disable shuffle mode, choose **Edit -> Shuffle Mode**

14.3.12 PlayList

- To show playlist, choose **View -> Sidebar**, or click the Sidebar button, and choose “Playlist” on the top of the sidebar. The Playlist dialog is displayed.
- To hide Playlist, choose **View -> Sidebar** or click on the Sidebar button again.

You can use the Playlist dialog to do the following:

- Adding a track or movie - To add a track or movie to the playlist, click on the “Add...” button. The Select files dialog is displayed. Select the file that you want to add to playlist, then click “OK”.
- Removing a track or movie - To remove track or movie from the playlist, select the filenames from the filename list box, then click on the “Remove” button.
- Saving playlist to file - To save playlist to file, click on the “Save” button. The Save playlist dialog is displayed, specify the filename that you want to save the playlist.
- Moving track or movie up the playlist - To move track or movie up the playlist, select the filenames from the filename list box, then click on the “Up” button.

- Moving track or movie down the playlist - To move track or movie down the playlist, select the filenames from the filename list box, then click on the “Down” button.

14.4 CD Player

The CD Player application enables you to play audio Compact Discs (CDs) on your computer. You can use CD Player to perform the following tasks with audio CDs:

- Play, pause, stop, or eject a CD.
- Move through the tracks on the CD.
- Adjust the output volume from the CD Player.
- Edit the track information.

To start CD Player choose **Applications -> Sound & Video -> CD Player** or type **gnome-cd** in terminal and press *Enter*.

14.4.1 Play a CD

To play a CD, insert the CD in the CD drive of your computer, then press the “Play/Pause” button.

The application displays the following information in the display area:

- Time elapsed on the current track.
- Name of the artist.
- Title of the CD.

14.4.2 Move Through Tracks

To play different tracks on the CD, perform the following actions:

- To move to the next track on the CD, click on the “Next Track” button.
- To move to the previous track on the CD, click twice on the “Previous Track” button.
- To display a list of the tracks on the CD, click on the drop-down list located below the display area. To move to a track on the list, select a track from the list.

14.4.3 Fast Forward a Track

To fast forward a track, click on the “Fast Forward” button.

14.4.4 Rewind a Track

To rewind a track, click on the “Rewind” button.

14.4.5 Pause a CD

To pause a CD that is playing, click on the “Pause” button. To resume playing the CD, click on the “Play” button again.

14.4.6 Stopping a CD

To stop playing a CD, click on the “Stop” button.

14.4.7 Adjusting the Volume

To adjust the output volume of the CD Player, move the volume slider to specify the volume level you require. The volume slider is located to the right of the display area in the application window. Move the slider upwards to increase the volume. Move the slider downwards to decrease the volume.

14.5 Sound Recorder

The Sound Recorder application enables you to record and play .flac, .ogg, and .wav sound files.

To start Sound Recorder choose **Applications -> Sound & Video -> Sound Recorder** or type **gnome-sound-recorder** in terminal and press *Enter*.

When Sound Recorder is started the following window appears

14.5.1 Recording

To start a new recording session, perform the following steps:

1. Choose **File -> New.**
2. Use the “Record as” drop-down list to select one of the following recording options:
   - CD Quality, Lossless
   - CD Quality, Lossy
   - Voice
3. To start recording, choose **Control -> Record**.
4. To stop recording, choose **Control -> Stop**.
5. To play back the recording, choose **Control -> Play**.
6. To save the recording, choose **File -> Save As**, then type a name for the sound file.

14.5.2 Playing a Sound File

To play a sound file, choose **File -> Open**. Select a sound file in the “Open a File” dialog, then click “OK”. Sound Recorder displays the duration of the file in minutes and seconds below the progress bar. To play the file, choose **Control -> Play**. The progress indicator moves along the progress bar as the sound file is playing.

14.6 Restricted Formats

BOSS GNU/Linux strives to make every piece of software available under the licensing terms laid out in the BOSS GNU/Linux License Policy. Patent and copyright restrictions complicate the ability of a free operating system to distribute software that will support proprietary or non-free formats.

BOSS GNU/Linux's commitment to only include completely free software by default means that proprietary media formats are not configured 'out of the box'. This page will show you how to enable support for the most popular non-free media formats.

These are non-Free formats and tools, well-known from the Win32 world. The most important ones are Java, MP3, Windows Media, Real Media, Real Player, DVD-video, Macromedia Flash, AAC and iTunes Music Store and some other Video and Audio Codecs. All of them are not included within the BOSS standard installation. You have to install them manually.

How to play restricted formats with BOSS GNU/Linux-Tejas (multimedia codecs)

You can install the multimedia codecs with the following steps

1) Update your sources.list with tejas repo, so open the terminal and execute the following command

#vi /etc/apt/sources.list

2) Add the following line in that file

deb http://packages.bosslinux.in/boss tejas main contrib non-free

3) Save the file and quit, *Esc+:+wq*

4) Open the terminal and execute the following commands

sudo apt-get update

sudo apt-get install gstreamer0.10-ffmpeg

sudo apt-get install gstreamer0.10-plugins-bad

sudo apt-get install gstreamer0.10-plugins-ugly

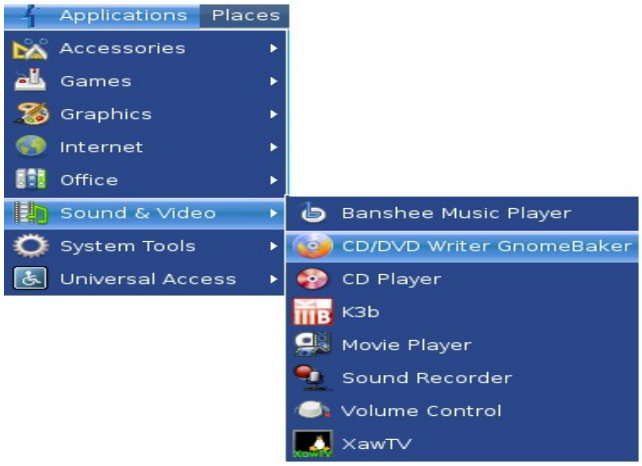
sudo apt-get install libarts1-mpeglib

sudo apt-get install libarts1-xine

15. Burning CDs and DVDs

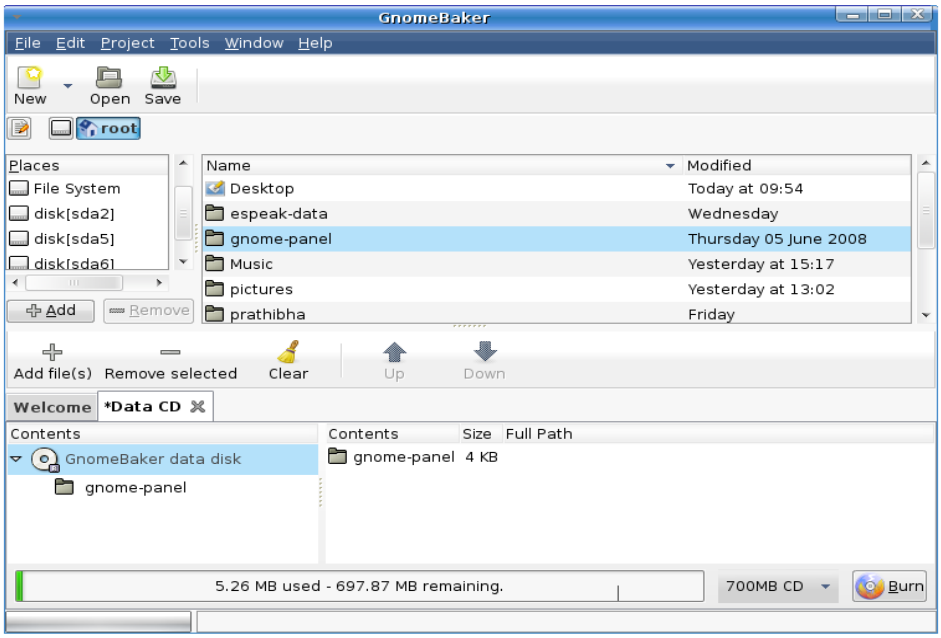
GnomeBaker is a CD and DVD burning application for Linux systems optimized for GNOME. It provides a comfortable user interface to perform most CD/DVD burning tasks like creating an Audio CD from a set of audio files or copying a CD.

To start the application, select **Applications -> Sound & Video -> CD/DVD Writer GnomeBaker** or type **gnomebaker** in terminal and press *Enter*.

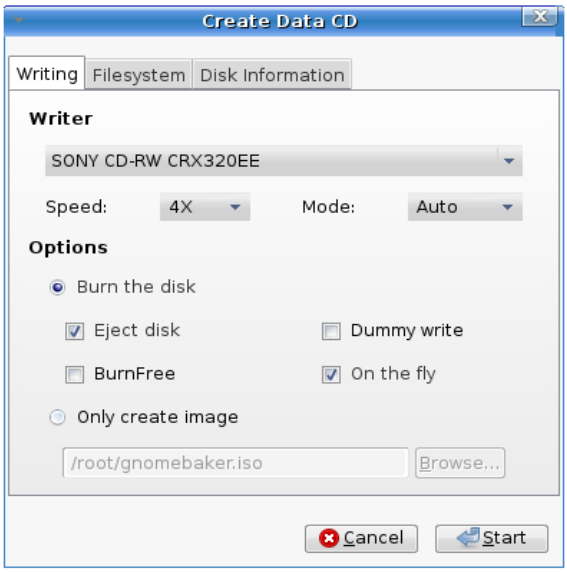


15.1 Creating a Data CD or DVD

To create a Data CD choose “Data CD” from the Compilation Browser. To create a Data DVD choose “Data DVD” from the Compilation Browser. Then drag the files you want to burn on the CD or DVD from the Filesystem Browser to the Compilation Browser.



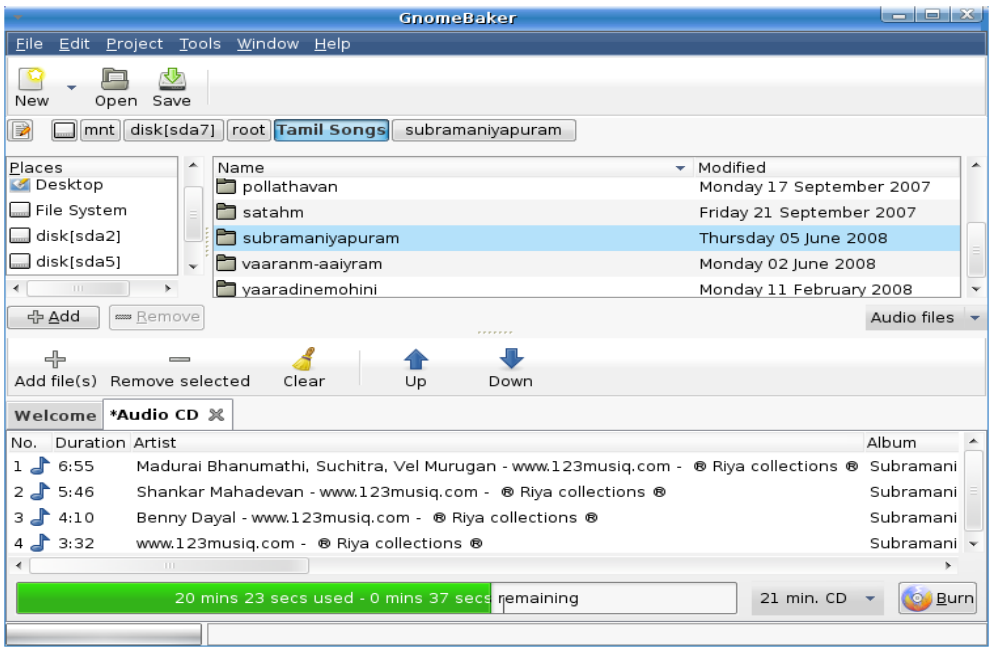
Then press “Burn” in the lower right corner. After clicking it, you will see the following dialog:



- Use the “Writer” dropdown menu to select your writer.
- Select the speed that you want to burn the CD.
- Select the “Eject disk” option so GnomeBaker would eject the disc after finishing the writing.

15.2 Creating an Audio CD

To create an Audio CD choose “Audio CD” from the Compilation Browser. Then drag the music files you want to burn on the CD from the Filesystem Browser to the Compilation Browser.

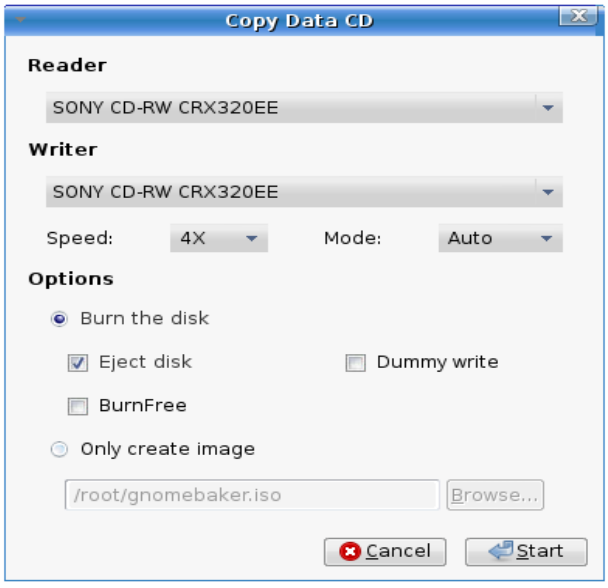


Then press the “Burn” button in the lower right corner. After clicking it, you will see the following dialog:

- Use the “Writer” dropdown menu to select your writer.
- Select the speed that you want to burn the CD.
- Select the “Eject disk” option so GnomeBaker would eject the disc after finishing the writing.

15.3 Copying a Data CD or DVD

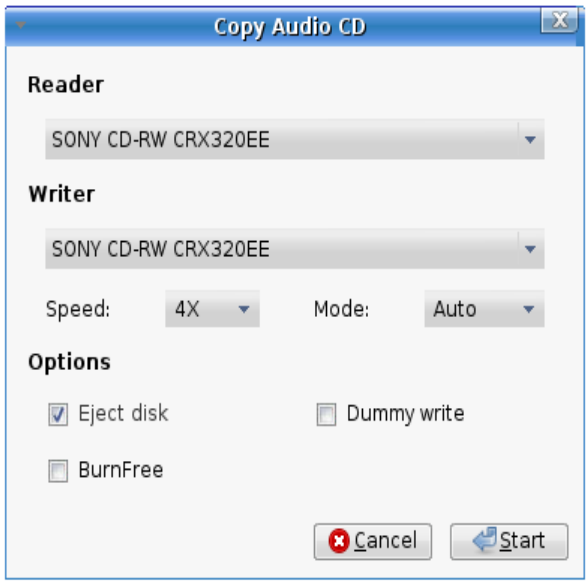
To copy, choose **Tools -> Copy Data CD** or **Tools -> Copy DVD** depending upon your media. The application will show the following dialog:



- Use the “Reader” dropdown menu to select the reader from which the data will be copied.
- Use the “Writer” dropdown menu to select your writer.
- Select the speed that you want to burn the CD.
- Select the “Eject disk” option so GnomeBaker would eject the disc after finishing the writing.

15.4 Copy an Audio CD

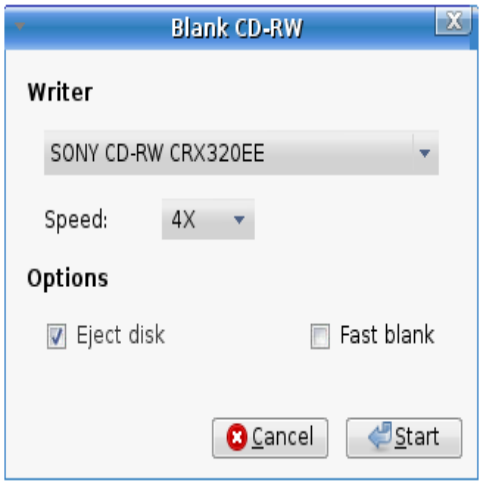
To copy an Audio CD, choose **Tools -> Copy Audio CD**. The application will show the following dialog:



- Use the “Reader” dropdown menu to select the reader from which the data will be copied.
- Use the “Writer” dropdown menu to select your writer.
- Select the speed that you want to burn the CD.
- Select the “Eject disk” option so GnomeBaker would eject the disc after finishing the writing.

15.5 Blank a CD-RW

To erase a CD-RW, choose **Tools -> Blank CD-RW**. The application will show the following dialog:



- Use the “Writer” dropdown menu to select your writer.
- Select the speed that you want to burn the CD.
- Select the “Eject disk” option so GnomeBaker would eject the CD-RW disc after erasing it.
- Select the “Fast blank” option to activate this method of blanking.

15.6 Burn an ISO Image

To burn an ISO image, choose **Tools -> Burn CD Image**. Navigate through the directories and after selecting the ISO file which you want to burn, press “OK”.

16. Partition Editor

Partition Editor is the Gnome Partition Editor application. Partition Editor is an industrial-strength package for creating, destroying, resizing, moving, checking and copying partitions, and the file systems on them. This is useful for creating space for new operating systems, reorganizing disk usage, copying data residing on hard disks and mirroring one partition with another (disk imaging).

To work with partition table, click, **System ->Administration -> Partition Editor** or type **gparted** in terminal and press *Enter*.

If you click the "Gparted" menu(at the top left), a pop down menu is presented. You can select "Refresh Devices" to refresh the display of the drives on your system. As well, a keyboard shortcut(*Ctrl+R*) can also be used to refresh the screen information. With the second choice, you can choose the hard drive whose partitions you want to modify. This is useful if you have more than one hard drive. The third option under "Gparted" menu is used to obtain more information. It opens a new window from which you can see the supported file-types and some partition editing options.

The "Edit" menu shows two greyed out functions which are quite useful: Undo and Apply. These options may also be seen in the toolbar. To activate them, you must choose a partition you wish to modify.

The "View" menu allows you to access/view other areas :

Device Information: The device information panel displays details about the hard disk, such as Model, Size etc. This panel is most useful in a multi hard disk system, where the information is used to confirm that the hard disk being examined is the one that is wanted.

Pending Operations: At the footing window is a list of pending operations. The information is useful as it provides an indication of the number of pending operations.

"Device" menu allows you to set a Disk Label....

If the current disk label is inappropriate, you may change it using **Device -> Set Disklabel...** option.

The "Partition" menu is most import. It allows you to do many operations, we can create a new partition, some of which are dangerous. Select "Delete" if you want to delete a partition. To perform the delete, you must first select the partition.

"Resize/Move" is a useful function. we can resize or move a partition using this option.

You may also format any partition to a file system which is supported in the menu.

The last choice gives information about the selected partition.

Note: Before doing any of the following operations, make sure that the partitions are unmounted.

Few operations:

Creating a new partition:

Select an unallocated area and click the “New” button in the toolbar to create a new partition. A new window appears and lets you chose the size, file system, type of partition etc.,

Deleting a partition:

The second icon on the toolbar is for deleting the selected partition. If you want to delete a partition, select that partition and click the “Delete” icon and then click “Apply”.

Resizing a partition:

At the top right-end of the screen there is a drop-down box where you can choose the hard disk you want to work on, if you have several hard drives on the PC/machine. Remember that this will only become operational after the scan is completed.

Click the partition that is to be resized and then select “Resize/Move” from the “Partition” menu or click “Resize/Move” icon from the toolbar.

Now you can increase or decrease the size of the partition. If you have free space in that partition, then only you can decrease the size of the partition. If you have free space in the hard disk then only you can increase the size of the partition.

Once you have done your job, click on “Apply”. No operations are given to the hard disk until you click “Apply”.

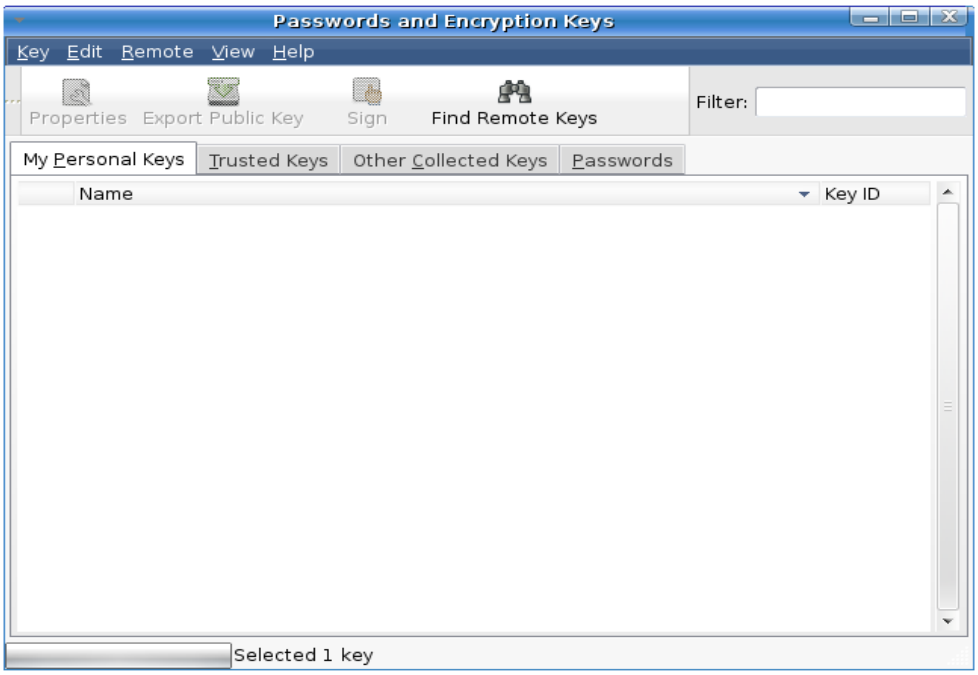
Copying a partition: You must first select the partition you want to copy. Right-click on the partition and click “Copy”. After copying the partition, you must choose an unallocated area to activate “Paste” button. You may wish to resize the partition you want to paste: same size or bigger? (A smaller partition is impossible!). After you have pasted, you can click "Apply".

17. Securing Your Files from Unauthorized Access

You can use Passwords and Encryption Keys to create and manage PGP and SSH keys.

Passwords and Encryption Keys provides a front end to many of the features of Gnu Privacy Guard (GPG) and integrates with multiple components of the GNOME desktop.

To start the application choose **Applications -> Accessories -> Password and Encryption Keys** or type **seahorse** in terminal and press *Enter*



17.1 Creating OpenPGP Keys

OpenPGP is a non proprietary protocol for encrypting e-mail with the use of public key cryptography based on PGP. It defines standard formats for encrypted messages, signatures, private keys and certificates for exchanging public keys.

Public key cryptography is a concept which involves the use of two keys:

- a public key, that you can give to anyone with whom you would like to communicate, and a private key which is private and must be kept secret.

To create OpenPGP keys:

1. Choose **Key -> Create Key Pair**
2. Select PGP Key and click “Continue”
3. Enter your full name (first - last), your e-mail address and any additional information.

4. Click “Create” to create the new key pair.
5. The “Passphrase for New PGP Key” dialog will open. Enter the passphrase twice for your new key.

17.2 Creating Secure Shell Keys

Secure Shell (SSH) is a way of logging into a remote computer to execute commands on that machine. SSH keys are used in key-based authentication system, as an alternative to the default password authentication system. With key-based authentication there is no need to manually type a password to authenticate.

Secure Shell keys are made of two keys: a private key, that must be kept secret, and a public key which can be uploaded to any computer you need to access.

To create a Secure Shell key:

1. Choose **Key -> Create Key Pair**
2. Select “Secure Shell Key” and click “Continue”
3. Enter a description of what the key is to be used for. You can use your e-mail address or any other reminder.
4. Click “Just Create Key” to create the new key, or “Create and Set Up” to create the key and set up another computer to use it for authentication.
5. The Passphrase for New Secure Shell Key dialog opens. Enter the passphrase twice for your new key.

17.3 File Manager Integration

Passwords and Encryption Keys integrates with Nautilus. You can encrypt, decrypt, sign and verify files as well as import public keys from the file manager window without launching Passwords and Encryption Keys.

17.3.1 Encrypting Files

To encrypt files from the file manager, perform the following steps:

- Select one or more files from the file manager
- Right click on any selected file and choose “Encrypt”
- Select the people you would like to encrypt the file to, and then click “OK”.

17.3.2 Signing Files

To sign files from the file manager, perform the following steps:

- Select one or more files from the file manager

- Right click on any selected file and choose “Sign”
- If asked, enter the passphrase of your private key.

17.3.3 Decrypting Files

To decrypt an encrypted file from the file manager, perform the following steps:

- Double click on the file you want to decrypt.
- If asked, enter the passphrase of your private key.

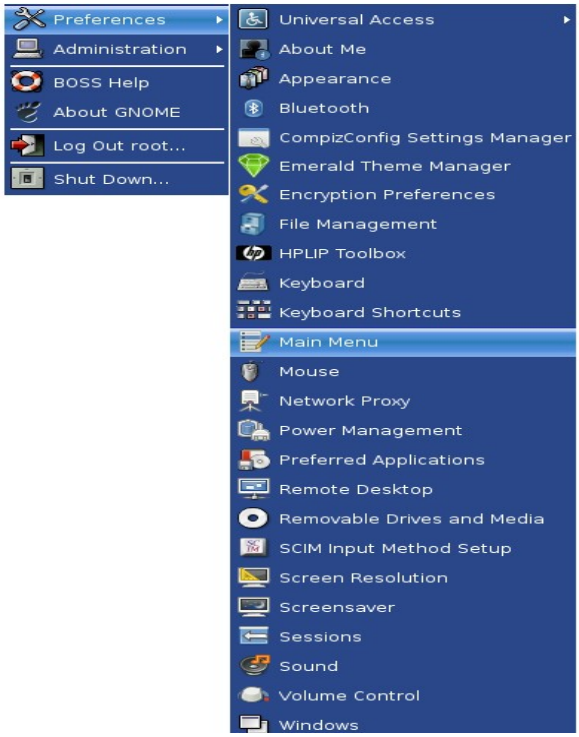
17.3.4 Verifying Signatures

To verify files, simply double click on the the detached signature file.

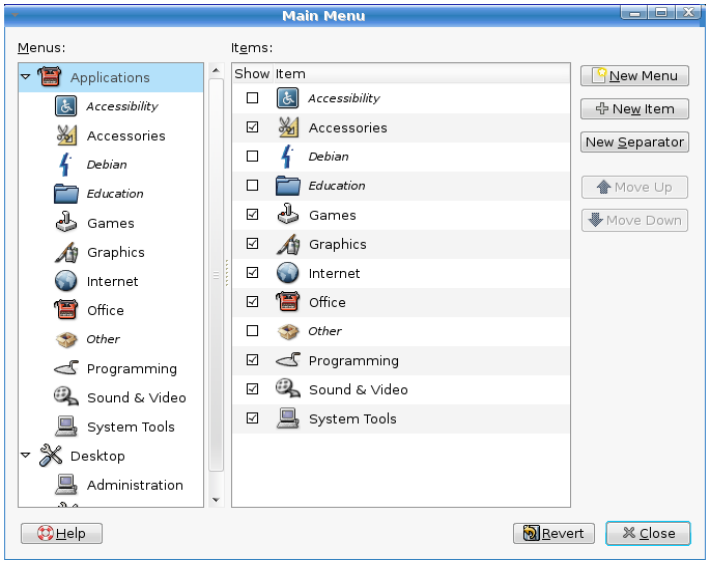
18. Changing the name of Applications in BOSS

If you like to change the name of the applications, BOSS gives you an option to change those names.

Choose **System -> Preferences -> Main Menu**



A window appears as shown in the figure.

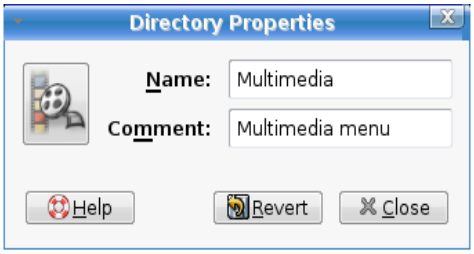


18.1 Changing the name of main menu

Follow these steps to change the name of main menu:

1. Double-click the application name to change the name of that application. For eg: to change the name of Sound & Video to any other name(eg:Multimedia) in Items double-click on “Sound & Video”. A window appears as shown in the figure.

2. Change the name “Sound & Video” to “Multimedia”.

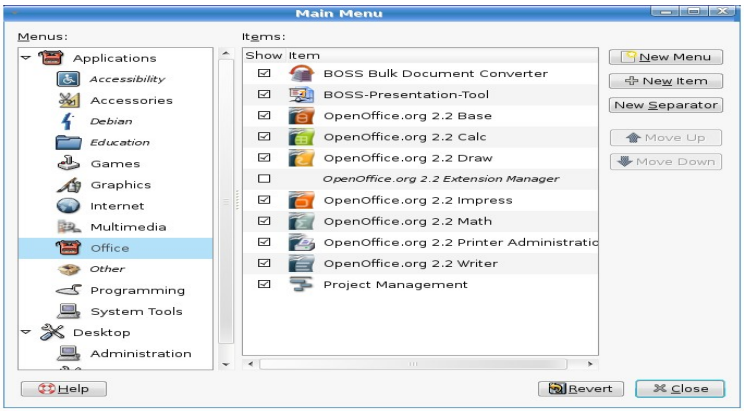


3. Click “Close”. Also in the window titled “Main Menu” click the “Close” button.
4. Click Applications. You can see that the name “Sounds & Video” has been changed to “Multimedia”.

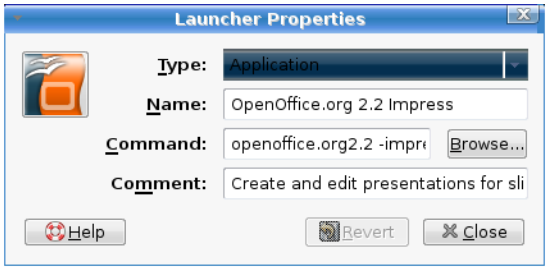
18.2 Changing the name of sub menu

Follow these steps to change the name of sub menu:

1. For eg: to change the name of OpenOffice.org 2.2 Impress to another name(eg:Presentation) click “Office” in Menus.

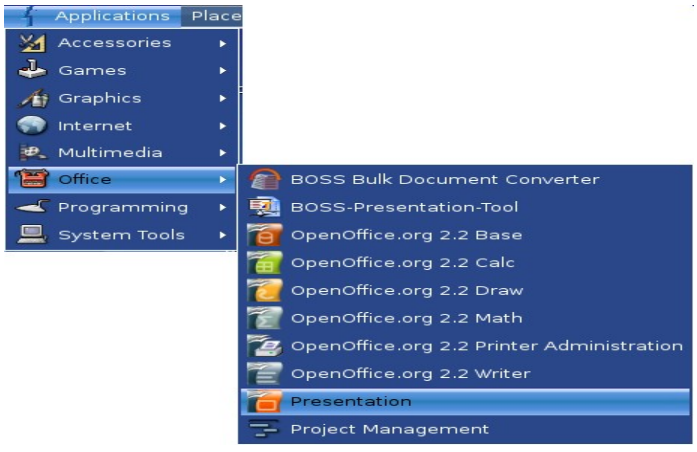


2. From Items double-click “OpenOffice.org 2.2 Impress”. A window titled “Launch Properties” appears.



Change the name “OpenOffice.org 2.2 Impress” to “Presentation”.

3. Click “Close”. Also in the window titled “Main Menu” click the “Close” button.
4. Click **Applications -> Office.** The name “OpenOffice.org 2.2 Impress” has been changed to “Presentation”.



19 How to install *ANYTHING* in BOSS !!

Thinking about how to install anything in BOSS GNU/Linux. .EXE files not working? Thinking how to run the .EXE? Don't worry, installing softwares, packages, themes, skins and other things are pretty easy in BOSS GNU/Linux. BOSS GNU/Linux provides you the ***Synaptic Manager*** which allows you to install anything in easy steps with good and easy understandable GUI. Initially have a look at the screen shots in this document, which will direct you in using synaptic in your system.

19.1 Synaptic Package Manager

Synaptic is a graphical package management program for apt. It provides the same features as the **apt-get** command line utility with a GUI front-end based on GTK+.

Features

- Install, remove, upgrade and downgrade single and multiple packages.
- Upgrade your whole system.
- Manage package repositories (sources.list).
- Find packages by name, description and several other attributes.
- Select packages by status, section, name or a custom filter.
- Sort packages by name, status, size or version.
- Browse all available online documentation related to a package.
- Download the latest changelog of a package.
- Lock packages to the current version.
- Force the installation of a specific package version.
- Undo/Redo of selections.
- Built-in terminal emulator for the package manager.
- Configure packages through the debconf system.

The synaptic, refers to the /etc/apt/sources.list file for the repository links and installs the softwares from those repositories. So, before installing anything check whether you have the correct entry in the sources.list file or not (by default these entries are present in the file). The BOSS repository links are:

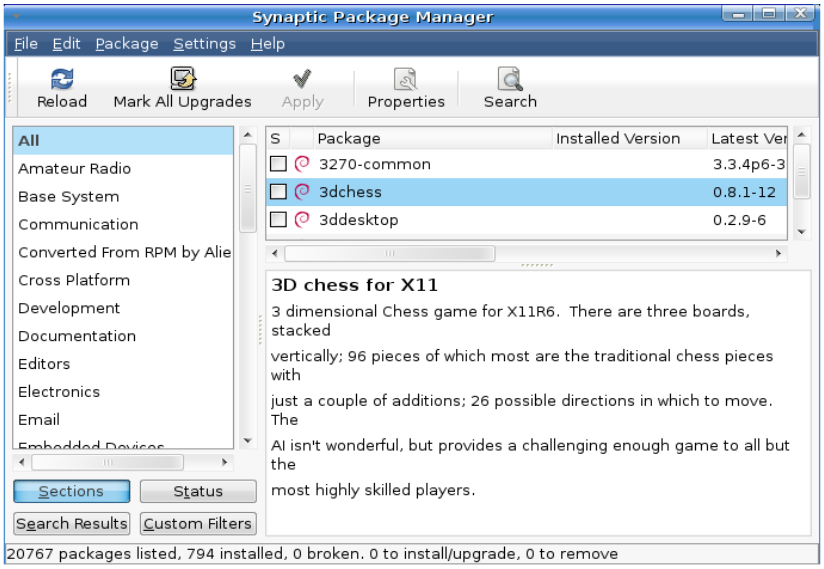
deb http://packages.bosslinux.in/boss tejas main contrib non-free

deb-src http://packages.bosslinux.in/boss tejas main contrib non-free *[to download source]*

You can edit this sources.list file manually and then open synaptic else, after you open the synaptic, you can enter the above paths through **Settings -> Repositories**.

To launch synaptic Package manager, go to **System -> Administration -> Synaptic Package Manager** or type **synaptic** in terminal and press *Enter*.

It opens the Synaptic Window:

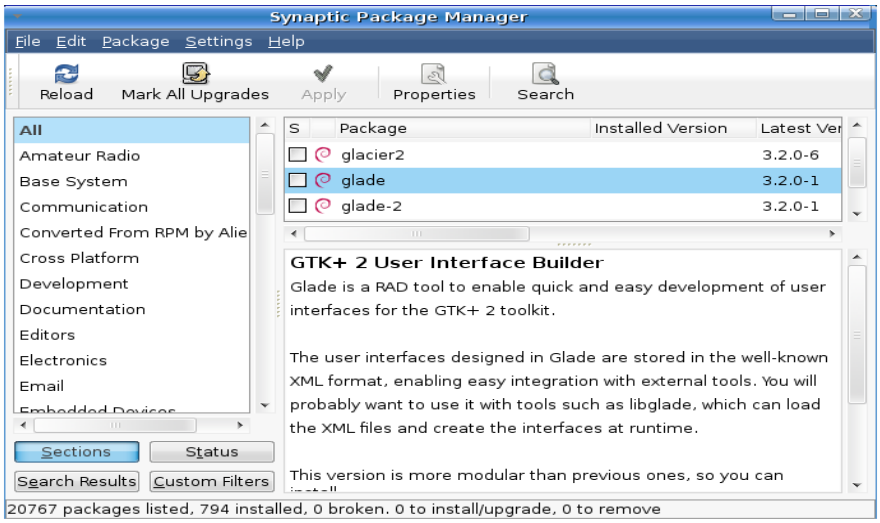


By this time you might have already decided which package or software to install.

- Press *Ctrl+f* which opens the find window, where you can type the package name that you want to install.

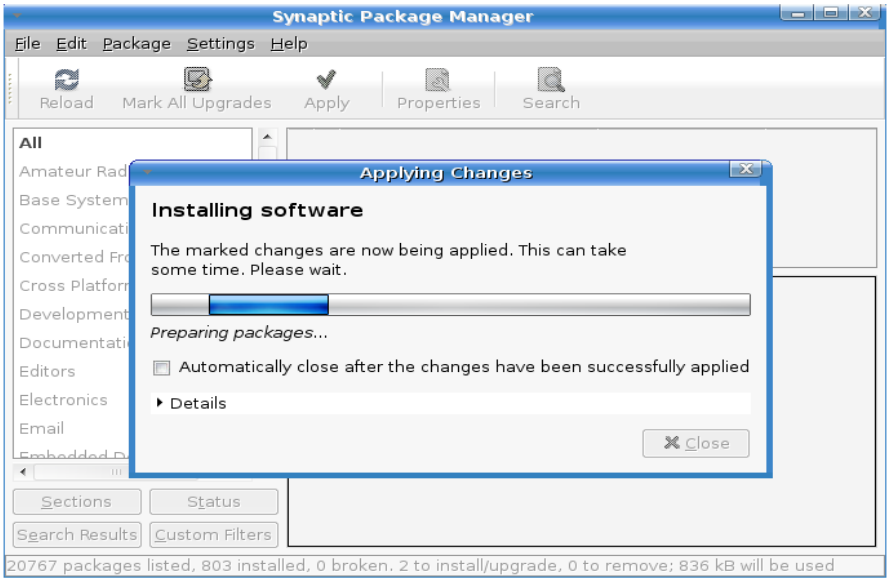
Or

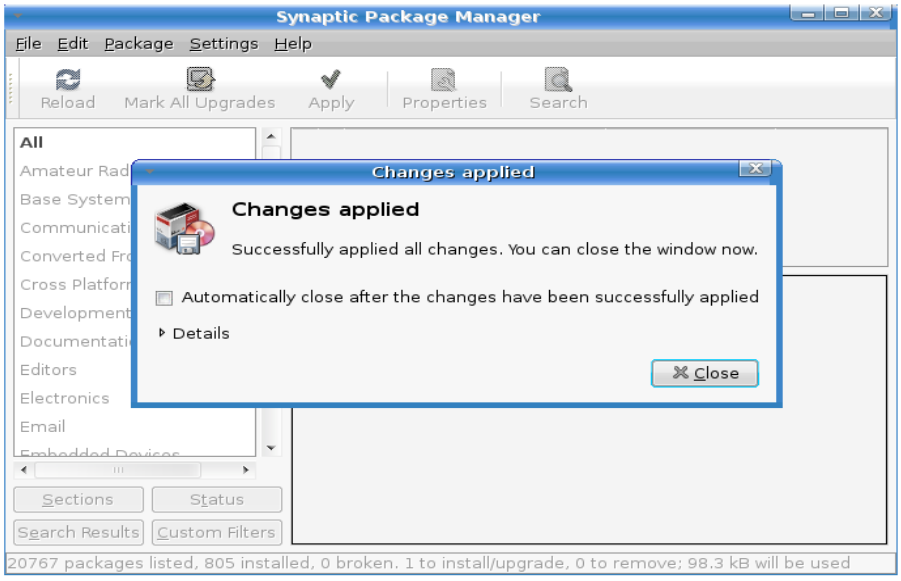
- Click on any of the package in the window and start typing the package name, which will let you see the packages with that name online (while typing). This opens the find window in the bottom right corner.



After you find your package in the synaptic, right click on the package name, and select “Mark for Installation”. This will mark the package for installation, in green color. If there are any dependencies to install, it will show the dependent packages list in another window and their status like, whether it is safe to install or not, whether the dependent package removes any other package or installs any other packages, whether all the dependencies are available in the repository or not, etc. So, proceed further by checking the dependencies properly.

After you mark the package for installation, click on the “Apply” button in the top of the synaptic window. This starts the installation procedure.





Now your package is installed successfully. To uninstall any installed package, the same procedure but instead of selecting the “Mark for Installation” select “Mark for Removal”. This will open a new window which will show you the list of packages (dependent) to be removed. Make sure that its not removing any base packages or needed packages.

Note: *If your are having a DHCP connection then no need to bother. But if you are using the static IP, then you need to enter the details about your proxy server in* ***Settings -> Preferences -> Network Proxy.***

19.2 Where is my Binary File ?

BOSS GNU/Linux uses Debian Package Management system. You might have been clear about this now. So for any new application you need to search for the debian binaries are .deb packages. You can initially check in the BOSS repository for the package.

1) Use Synaptic Package Manager to install the package in the above mentioned method.
2) Manually install from the command prompt if you know the exact package name.
3) So, if the package is in the boss-repository, then download the package manually into your system and use *dpkg -i <package.deb>*. This works fine only if there are no dependencies to that file. If you find any dependencies then you have to download all the files and install manually.

[Better option is to use Synaptic Package Manager to install any software or package]

Install packages from Terminal

- Open the terminal **Applications -> Accessories -> Terminal.** Execute

  # vi /etc/apt/sources.list

- Add the following if they are not added previously

  http://packages.bosslinux.in/boss tejas main contrib non-free

  Save the file by typing *Esc+:+wq*

- *Now in terminal type the following commands*

  #apt-get update

  #apt-get install <package name>

- If you are not finding the package in the repository then inform us at bosslinux@cdac.in.

20. Project Planner

To start the Planner choose **Applications -> Office -> Project Management.**

To start Planner from command line, type **planner** then press *Enter*.

When you start Project Planner, the following window is displayed. As you can see, the Gantt Chart view is the default.

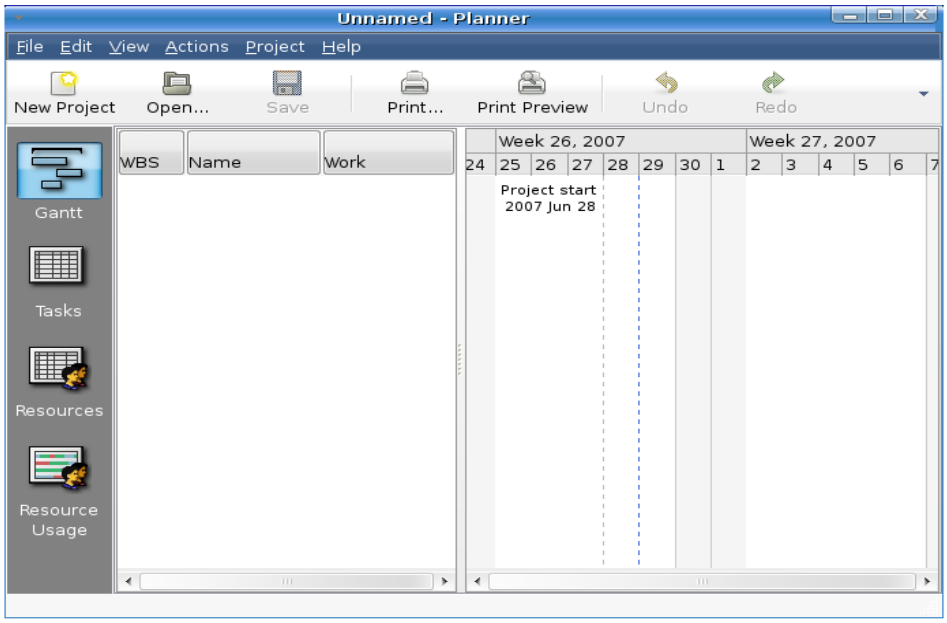


Figure 1. Planner Start Up Window

1. Export to HTML

The Export to HTML function creates a view of your project in HTML format that you can publish on a web site, or email to stakeholders who don't have access to Planner. Included in the HTML document, is a simplified Gantt chart, task list (with %complete, start, end, work, and resource columns), and a resource allocation table. Its an excellent way to give people easy access to project status information.

You can create the HTML page by choosing **File -> Export -> HTML**.

2. Export to Previous Planner Format

For backward compatibility, Planner supports export to formats from previous versions. To use this feature, choose **File -> Export -> Planner 0.11 format**.

3. Undo/Redo

To undo a mistake, you can either click the “Undo” button on the toolbar, or choose **Edit -> Undo**.

To redo an action, you can either click the “Redo” button on the toolbar, or choose **Edit -> Undo**. Redo puts back the change that you reversed by using the Undo option.

4. Edit Project Properties

To edit the project properties, choose **Project -> Edit Project Properties**. In this dialog box you can edit the name of the project, its start date, the name of the project manager, the organization the project belongs to,the project phase, and the default calendar.

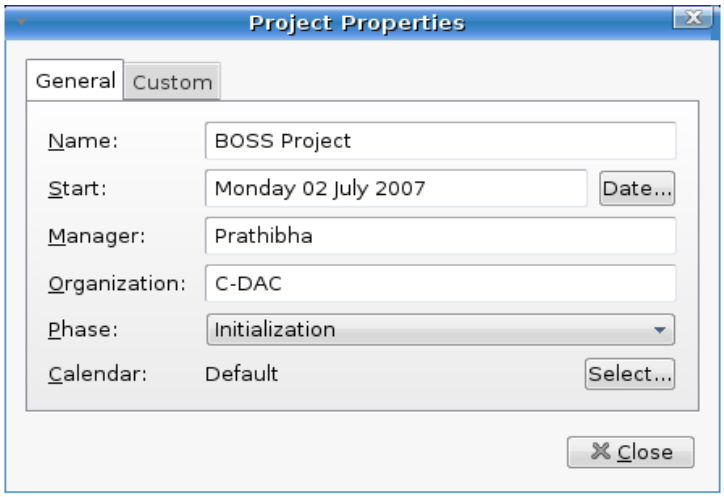


Figure 2. Project Properties Editor

Each project has a default calendar. The default calendar applies to every resource on the project unless otherwise specified in the resource editor. Use the "Select..." button on this dialog to change the project default calendar.

Phases can be added by choosing **Project -> Edit Project Phases**, which provides a dialog with a simple list of project phases and buttons to Add and Remove them. Assigning a phase to the project is for information purposes only.

5. Edit Project Calendars

To edit the project calendars, choose **Project -> Manage Calendars**. Project Calendars assist us in scheduling by defining when resources can be used in terms of working and nonworking days, and the hours they are available on working days. On the left is the name of the calendar being displayed, in the center is the calendar, and on the right hand side are the ranges of working hours for the selected day. The default calendar shown below depicts a typical working month, with weekends grayed out, signifying that they are nonworking days.

In the Gantt chart, nonworking days are also grayed out. Any changes made to the project default calendar will be reflected in the Gantt Chart.

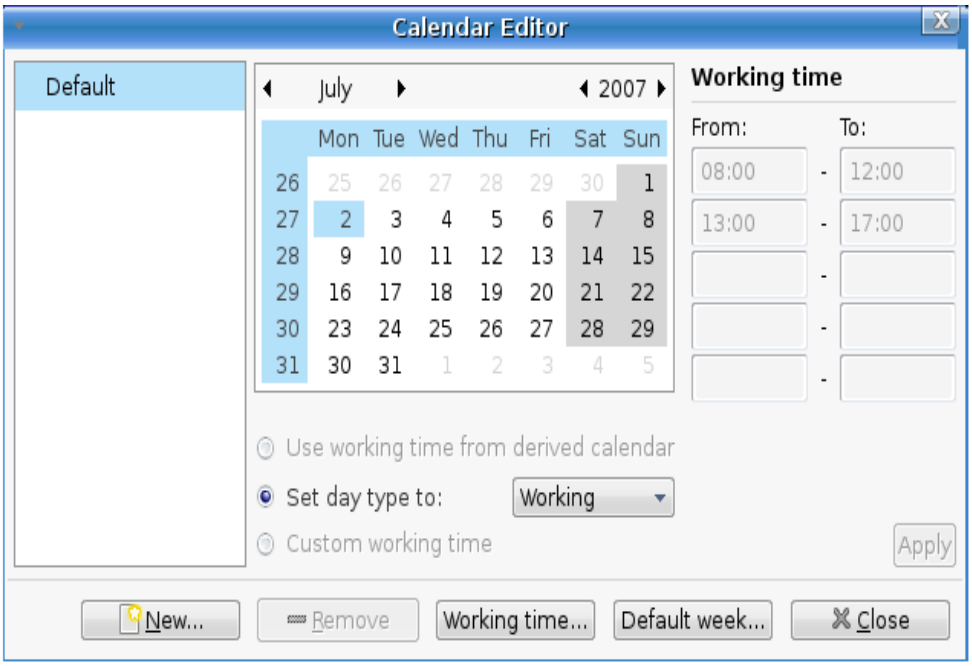


Figure 3. Project Calendar Editor

To make changes to a calendar, select the day to be changed, and then one of the 3 available radio buttons:

- Use working time from derived calendar - uses the parent calendar to determine the working time for that day. See “Creating a New Calendar” for more information.
- Set day type to - uses the selected day type to determine the working hours for that day. See the section on “Working Time and Day Types” for more information.
- Custom working time - defines a unique set of working hours for a specific day.

Creating a New Calendar

New Calendars can be added by clicking the “New” button, which will launch the New Calendar dialog. The New Calendar Dialog contains a list of current calendars on the left, and on the right is a text box that allows you to name the new calendar. Below the text box are three options for creating the calendar:

- Derive from a calendar - creates a child calendar. The new calendar will inherit the settings from the parent calendar selected on the left. Any changes made to the parent calendar will be reflected in the child calendar. In the figure below, "Chennai” and "Bangalore" are examples of child calendars.
- Copy an existing calendar - creates a copy of the calendar selected on the left. After the copy is made, changes made to the original calendar or its parents are not reflected in the copy. In the figure below, "Chennai - Copy" is an example of a calendar created using this option.

- Create an empty calendar - creates a new calendar. No settings are inherited or copied. In the figure below, "New" is a calendar that was created using this option.

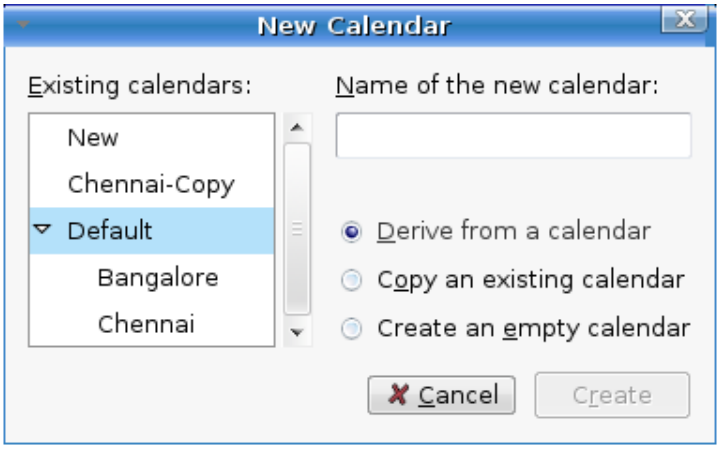


Figure 4. New Calendar Dialog

Changing the Default Week

The default week can be changed by clicking the “Default week...” button, which will launch the week editor dialog. The week editor dialog contains a drop down list box that allows you to select the day of the week, and another to select the day type. This dialog also displays the working time scheduled for the selected day type. Be sure to click “Apply” before clicking “Close” to save your changes.

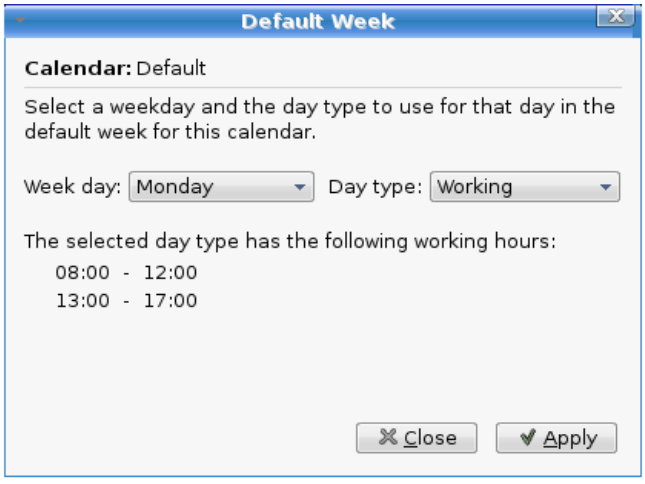

Default Week
Calendar: Default
Select a weekday and the day type to use for that day in the default week for this calendar.
Week day: Monday
Day type: Working
The selected day type has the following working hours:
08:00 - 12:00
13:00 - 17:00
Close
Apply

Figure 5. Default Week Dialog

Working Time and Day Types

The working time for each day type can be changed by clicking the “Working time...” button, which will launch the “Edit Working Time” dialog. This dialog shows a list of the available day types on the left, and the working hours for the currently selected type on the right. Time is entered in 24 hour format i.e., AM/PM indicators are not supported (i.e. 5:00 PM would be entered as 17:00).

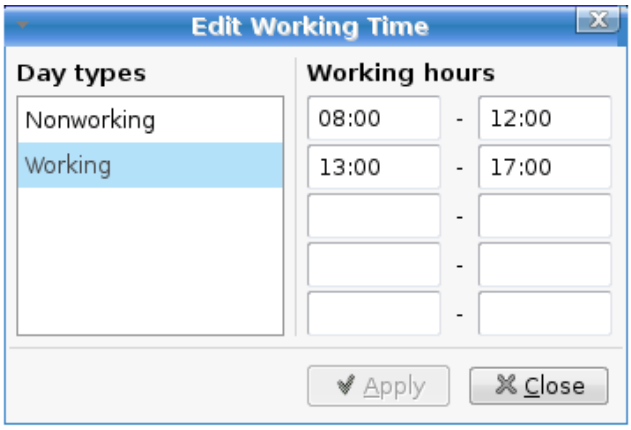


Figure 6. Working Time Dialog

Day types can be added by choosing **Project -> Edit Day Types**. This dialog displays a simple list of day types. Use the “Add” and “Remove” buttons to manage the list. Note that you cannot remove the default day types "Working" and "Nonworking".

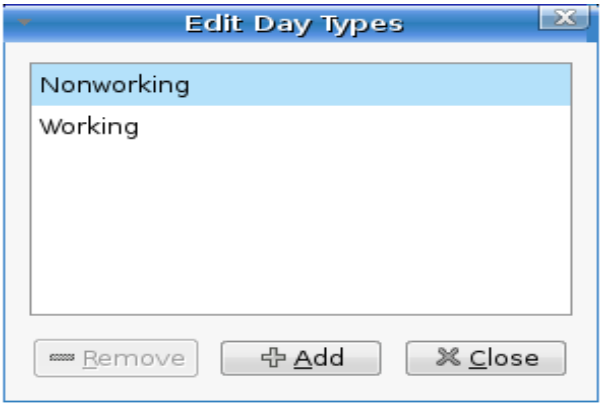


Figure 7. Day Types Dialog

20.1 Task View

1. Adding Tasks

To add a task, you can either click on the “Insert Task” button on the toolbar, or you can right click in the task area and choose “Insert task” from the pop-up option box. These options work the same in either the Gantt View or the Task View.

To add several tasks quickly, choose **Actions -> Insert Tasks...**, which will open the “Insert Task” dialog. This dialog allows quick entry of multiple tasks. Simply enter the name of the task and amount of work effort and press *Enter*. The new task will be added,

and the dialog will remain open and ready for your next task entry. Details can be added later.

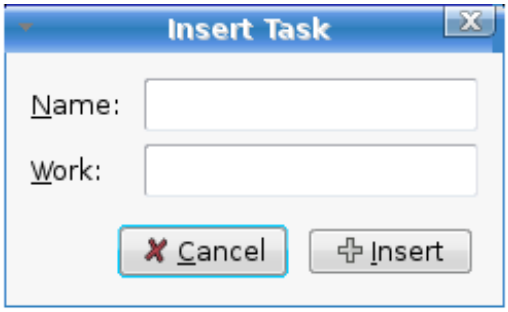


Figure 8. Insert Task

2. Task properties

Task properties can be edited directly from the tasks view. You can launch the task properties dialog from the task view by right clicking on a task and choosing "Edit task...". Alternatively, you can select the task and use the main menu: **Actions → Edit Task**.

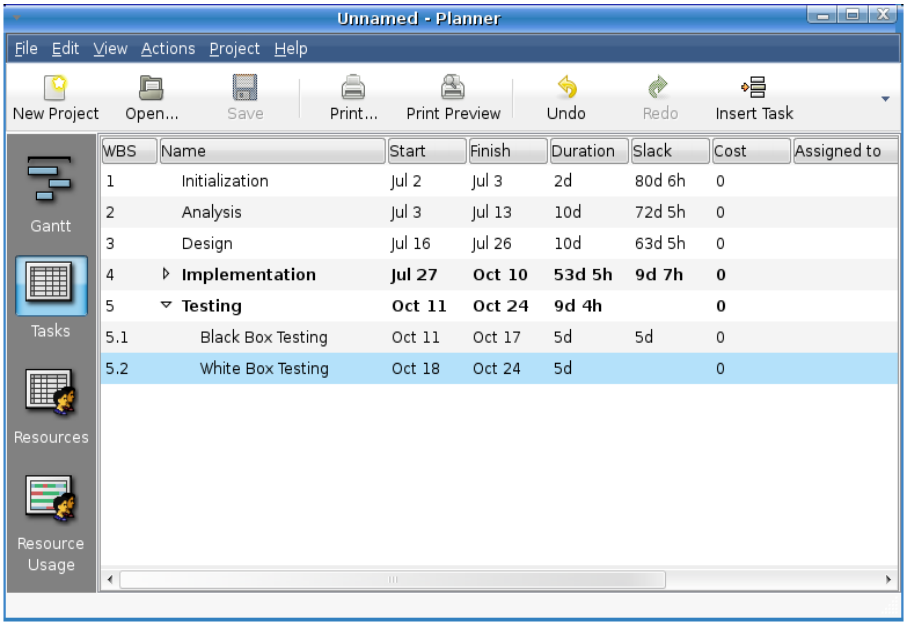

Unnamed - Planner
File Edit View Actions Project Help
New Project
Open...
Save
Print...
Print Preview
Undo
Redo
Insert Task
Gantt
Tasks
Resources
Resource Usage
WBS Name Start Finish Duration Slack Cost Assigned to
1 Initialization Jul 2 Jul 3 2d 80d 6h 0
2 Analysis Jul 3 Jul 13 10d 72d 5h 0
3 Design Jul 16 Jul 26 10d 63d 5h 0
4 Implementation Jul 27 Oct 10 53d 5h 9d 7h 0
5 Testing Oct 11 Oct 24 9d 4h 0
5.1 Black Box Testing Oct 11 Oct 17 5d 5d 0
5.2 White Box Testing Oct 18 Oct 24 5d 0

Figure 9. Task View

There are several tabs to modify the properties.

The General tab contains the following fields:

- Name - the name of the task
- Milestone - the milestone check box flags the task as a milestone, which disables the ability to modify the Work, Duration, Complete, and Priority fields, since a milestone signifies a significant event in the time line of a project that has no duration or work activity of its own.

- Fixed duration - the fixed duration option is used when the duration of a task will take a fixed amount of time. Choosing Fixed duration for a task will unlock the “Duration” field and allow you to enter a value for the fixed duration.
- Work - this is the amount of effort required to complete the task
- Duration - the amount of time required to complete the task.
- Schedule - sets a constraint on the task start date, which can either be As soon as possible, No earlier than, or On a fixed date
- Complete - allows tracking of the amount of work done for the task, entered as a percent of total work
- Priority - sets a priority for the task. There is no specific functionality tied to this field at the moment. It is informational only

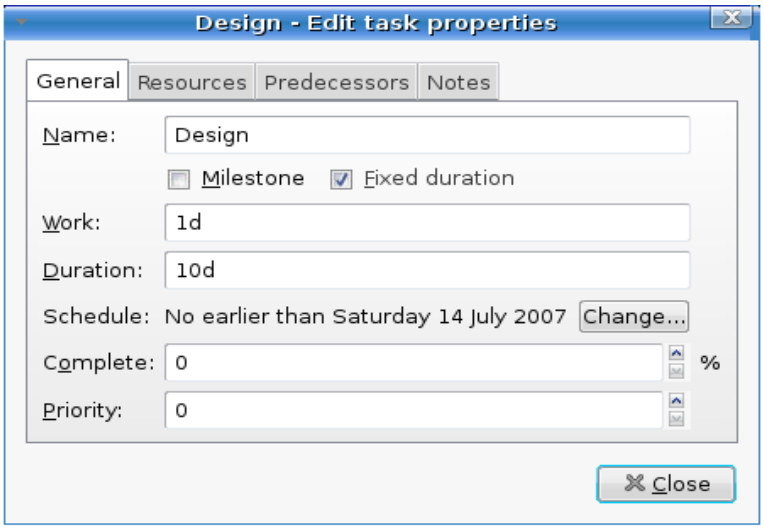


Figure 10. Task properties dialog

The “Resources” tab allows you to assign resources to a task. Remember that resources can include materials as well as people. Click the check box in the “Assigned” column to allocate the resource to the current task. Use the “Units” field to enter the percentage of the resource that is allocated to the task.

The Gantt view will list the resources assigned to a task to the right of the bar. If a short name was entered in the resource view, then the short name will be displayed in the Gantt, otherwise, the full name will be displayed.

3. Creating subtasks

Complex tasks can be broken down into subtasks to make them easier to Manage. A task that is divided into subtasks is called a summary task. The summary task's start date and the duration can't be edited because it is calculated from the subtasks.

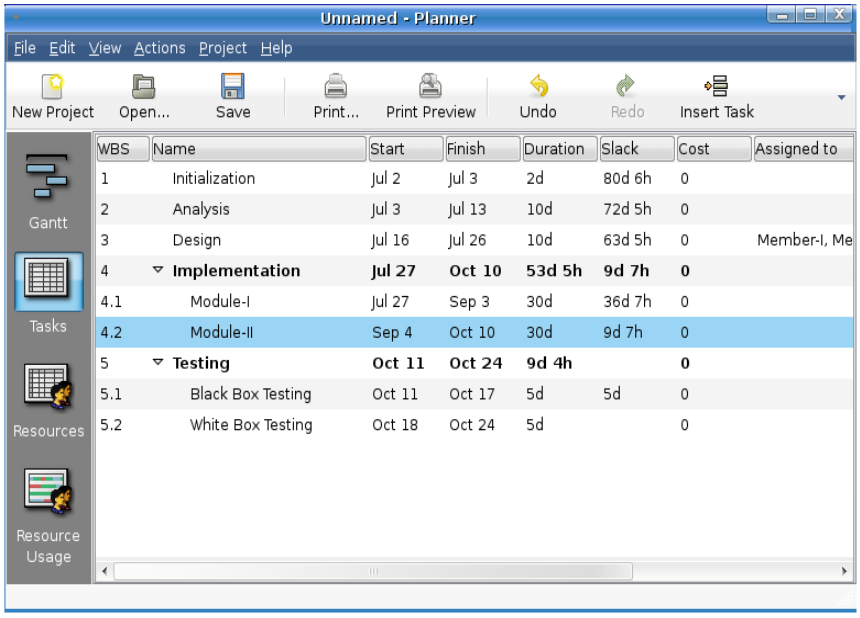

Unnamed - Planner
File Edit View Actions Project Help
New Project
Open...
Save
Print...
Print Preview
Undo
Redo
Insert Task
Gantt
Tasks
Resources
Resource Usage
WBS Name Start Finish Duration Slack Cost Assigned to
1 Initialization Jul 2 Jul 3 2d 80d 6h 0
2 Analysis Jul 3 Jul 13 10d 72d 5h 0
3 Design Jul 16 Jul 26 10d 63d 5h 0 Member-I, Me
4 Implementation Jul 27 Oct 10 53d 5h 9d 7h 0
4.1 Module-I Jul 27 Sep 3 30d 36d 7h 0
4.2 Module-II Sep 4 Oct 10 30d 9d 7h 0
5 Testing Oct 11 Oct 24 9d 4h 0
5.1 Black Box Testing Oct 11 Oct 17 5d 5d 0
5.2 White Box Testing Oct 18 Oct 24 5d 0

Figure 11. Subtask

4. Task constraints

All tasks begin on the project start date by default. One exception is the case where a dependency is set up. There are times, however, when a dependency doesn't exist, but the task must start on a fixed date, or no earlier than a specific date or as soon as possible. You can specify these constraints in the start date dialog.

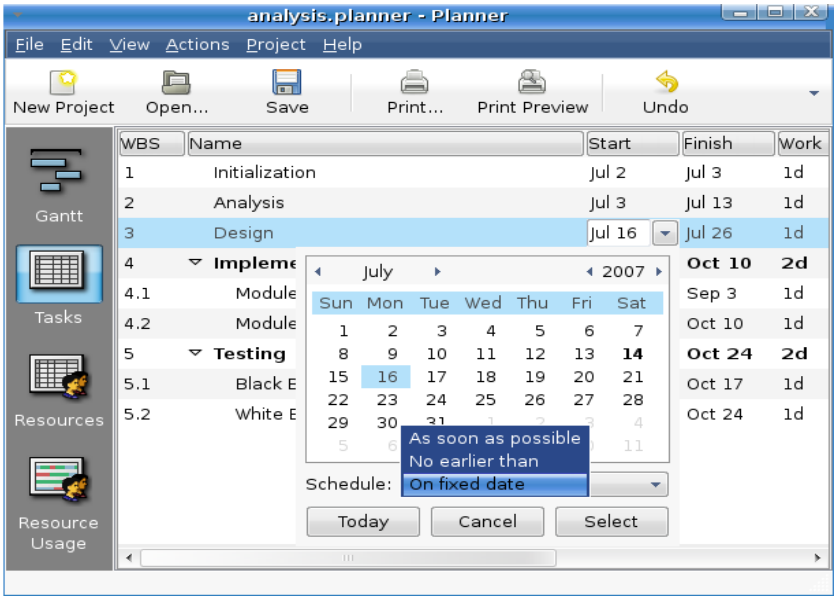


Figure 12. Task constraints

5. Custom Task Properties

Custom properties can be added in the task view by choosing **Actions -> Edit Custom Properties...**. Clicking the “Add” button will open the “Add Property” dialog.

20.2 Resource View

1. Resource Properties

The Resource View in Planner shows the following properties:

- Name: the resource name
- Short Name: short name or initials to be displayed in Gantt chart
- Type: Available types are Work and Material. Work is for human resources working in the project, and Material is for non-human resources required to complete the project.
- Group: The group that the resource is assigned. This column offers dropdown list of defined groups. You must use the Group Editor to define groups before assigning them in the Resource View.
- Email: The electronic mail to contact the resource.
- Cost: The cost per hour to use this resource.

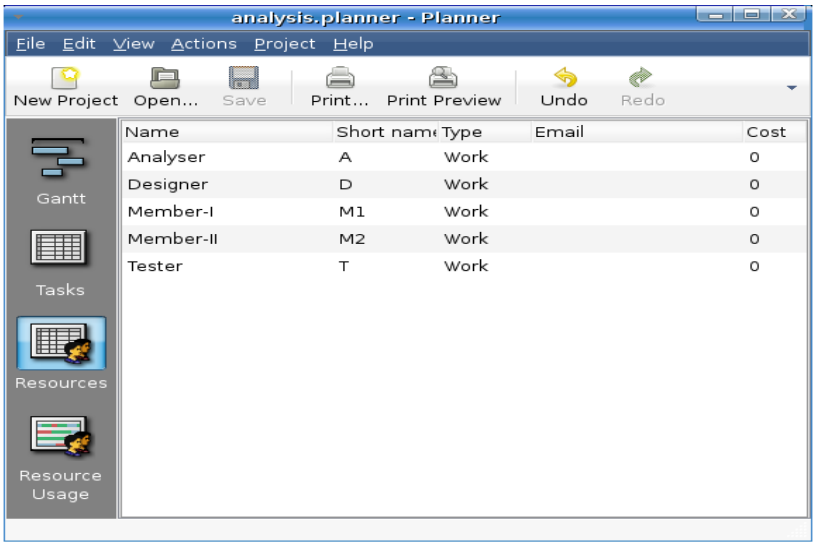


Figure 13. Resource View

2. Adding Resources

Resources can be added by choosing the “Insert Resource” button or by choosing **Actions → Insert Resource**. To add multiple resources quickly, choose **Actions → Insert Resources**, which will open the “Insert Resource” dialog.

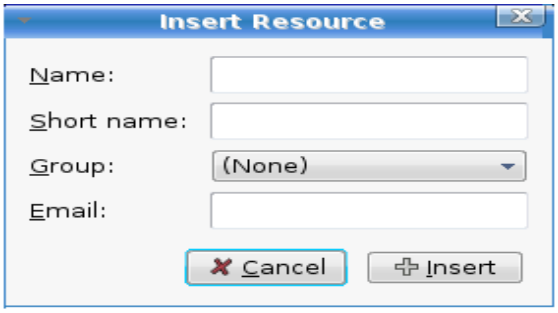


Figure 14. Insert Resource Dialog

3. Resource Properties Dialog

To edit resource properties, right click on the resource and choose “Edit resource...”.

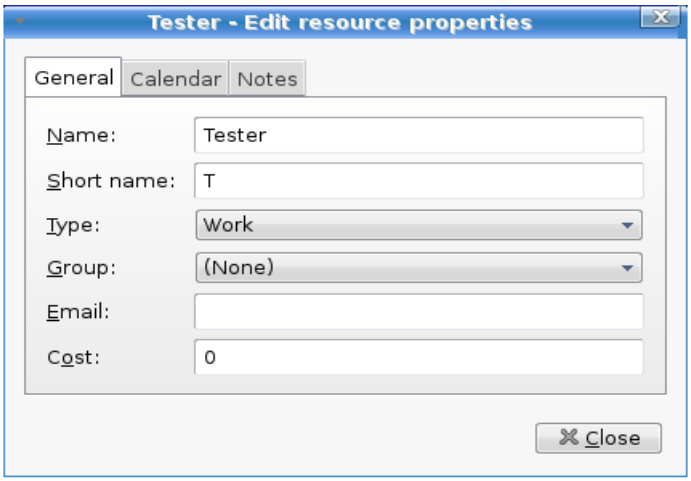


Figure 15. Edit Resource Dialog

4. Resource Custom Properties

Custom Properties are available in the Resource View just as they are in the task view, and the functionality is identical. To add custom properties to the resources, choose **Actions -> Edit Custom Properties...**.

5. Group Editor

With the group editor you can define groups to be used to classify your resources. A group has a name, a manager, telephone, email, and an option to specify the default group. If you specify a default group, every new resource that you add will be placed in this group. Of course, you can still change the group to another as needed. To open Group Editor choose **Actions -> Edit Groups**

20.3 Gantt View

1. Using the Gantt view to create dependencies between tasks

Use the Gantt view to create dependencies between tasks. To start a task, you often have to finish other tasks first. Dependencies can either be set up by using the “Predecessors” tab in the task edit dialog, or it can be done graphically in the Gantt chart. If you click on the bar that represents the predecessor (and hold down the mouse button), an arrow appears. Dragging that arrow onto the bar that represents the dependent task will create the dependency. The Gantt chart will immediately reflect the new relationship by shifting the dependent task to start when the predecessor is scheduled to complete. By creating a dependent relationship this way, Planner always assumes a Finish Start relationship with zero lag time. You can modify this relationship by opening the task edit dialog of the dependent task, and selecting the “Predecessors” tab.

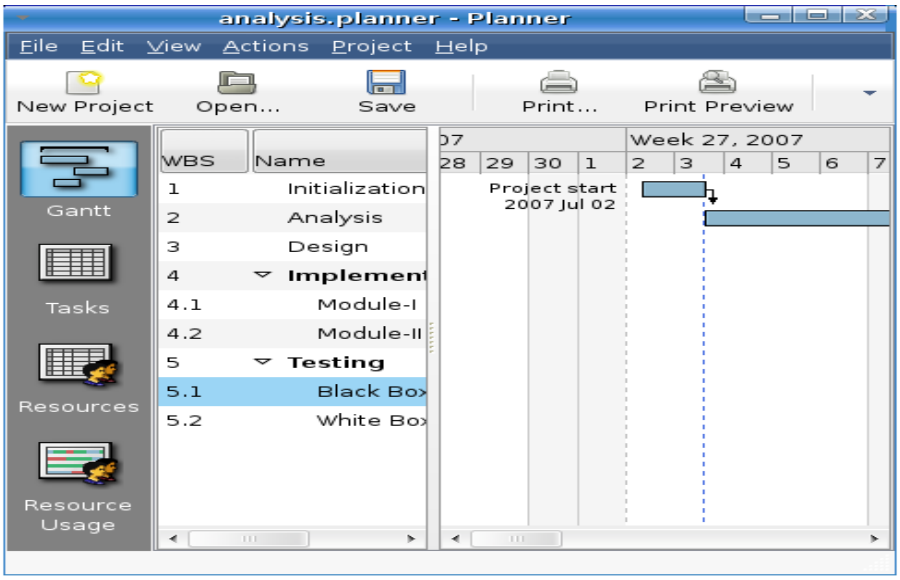


Figure 16. Gantt View

2. Moving tasks

If you need to rearrange the order that tasks are displayed in the task view, you can do so by selecting the task you want to move, and utilizing the “Move Task Up” and “Move Task Down” icons on the toolbar.

3. Zooming in the Gantt View

The tasks in a project can have different durations and sometimes you need to have a close view of the time line to see the details of some task dependencies, but other times you need a higher level view of the whole project. To support both needs, Planner has a powerful zoom system that lets you zoom to fit the complete project, zoom in the view or zoom out incrementally to whatever size you like (hours being the lower limit, and years is the upper limit).

Zoom to fit shows the entire project duration in the Gantt view. You can use the “Zoom In” and “Zoom Out” icons to select the length of time line in which you want to work. When the view is zoomed to a detailed level, nonworking hours are shown for each day in addition to weekends.

20.4 Resource Usage View

The Resource Usage View shows the availability of resources based upon the tasks they've been assigned to. The layout is similar to the Gantt chart, but this one is organized by resource.

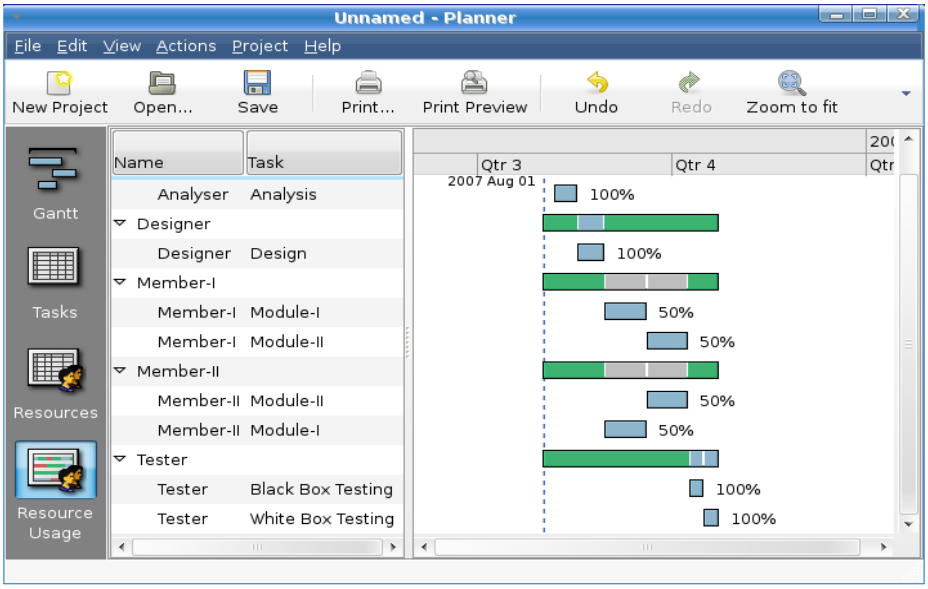


Figure 17. Resource Usage View

The detail shows each task that the resource is assigned to and the time that the task is scheduled for is represented by a bar in the chart.

Green color indicates that the resource is not allocated to any task at that time.

Blue color has a slightly different meaning depending on its context. On the task line, it shows that the resource is either partially or fully allocated to the task (with the allocation percentage displayed next to it), but on the resource summary line, it shows that the resource is fully allocated at that time.

Grey shows that the resource is partially allocated at that time.

21. About BOSS Live

The BOSS GNU/Linux Live project aims to create BOSS GNU/Linux Live CDs, DVDs, and USBs for the all the releases of BOSS GNU/Linux (and newer).

BOSS GNU/Linux Live is based on Debian GNU/Linux

This chapter is about BOSS GNU/Linux, a Free and Open Source Live Linux DVD. BOSS is a GNU/Linux distribution that boots and runs completely from DVD. It includes recent Linux software and desktop environments, with programs such as OpenOffice.org, Abiword, Gimp, Mozilla, Pidgin, XChat ,Totem, and hundreds of other quality open source programs. It also includes document converter, Presentation tool, 3D effects, bluetooth devices support and Input method for so many Indian Languages.

How to use BOSS GNU/Linux Live DVD

- Boot with BOSS GNU/Linux DVD and select **Start BOSS Live** and press *Enter*.
- BOSS GNU/Linux Live DVD boots and login with default user "boss".
- In order to access admin privileges use "sudo" before every command.

  For example:: **sudo mkdir temp**

- Users and Passwords:

users	Passwords
boss	boss
root	root

- Use external storage device(Pen/USB devices) or mounted hard disk partitions for saving data.
- Remaining configurations and usage will be same as BOSS GNU/Linux Install section.

22. About Utility

It is a BOSS GNU/Linux Add on to install extra software over the BOSS GNU/Linux. It contains some of the workstation related packages which gives a brief focus on future releases. It contains

- Apache web server
- PHP scripting language
- Mysql database
- Postgresql
- eGroupware - collaboration tool
- Tamil and Hindi OT Fonts.
- Openoffice Languages packages
- Games like gcompris(Educational suite)
- Subversion
- Webmin
- Education tools

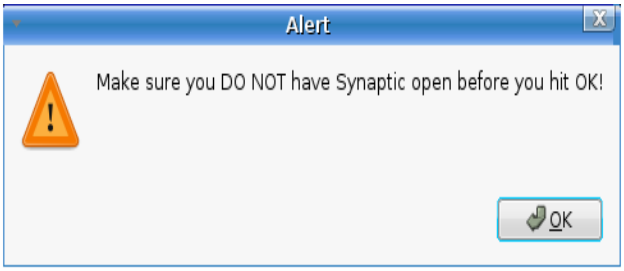
How to Use

1. Choose **System -> Administration -> BOSS Utilities from CD**

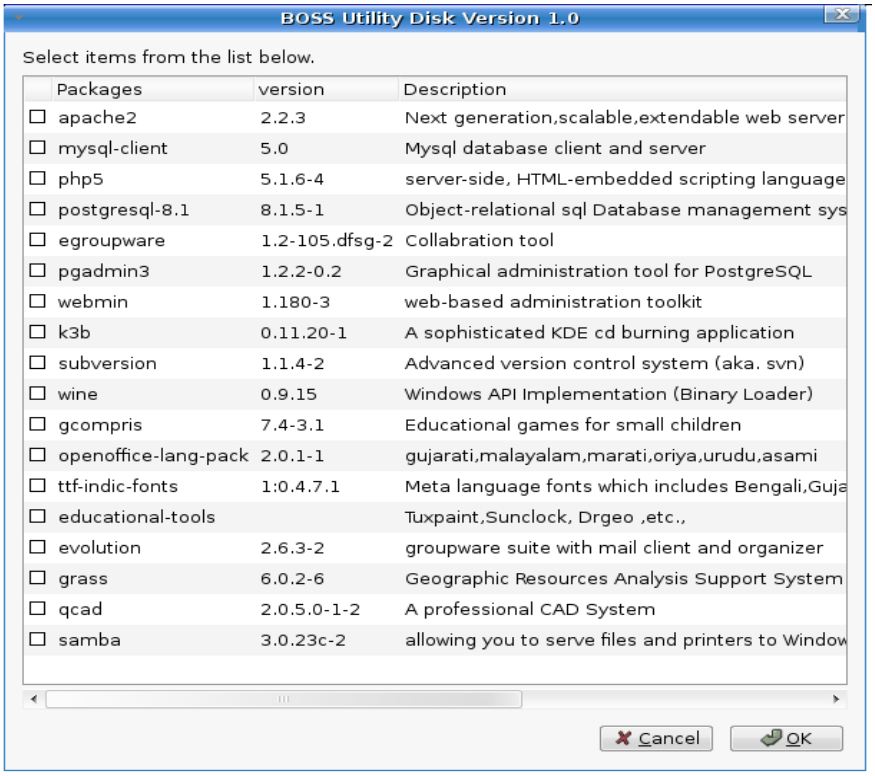
or type **bossutilities** in terminal and press *Enter*.

Now you can see a Welcome window on your desktop like this.

2. Next you will get a warning message about synaptic package manager. If synaptic manager is open then the installation won't continue. So close it before proceeding.



3. It will pop up with installation wizard,there you can select packages you want to install.


BOSS Utility Disk Version 1.0
Select items from the list below.
Packages version Description
apache2 2.2.3 Next generation,scalable,extendable web server
mysql-client 5.0 Mysql database client and server
php5 5.1.6-4 server-side, HTML-embedded scripting language
postgresql-8.1 8.1.5-1 Object-relational sql Database management sys
egroupware 1.2-105.dfsg-2 Collabration tool
pgadmin3 1.2.2-0.2 Graphical administration tool for PostgreSQL
webmin 1.180-3 web-based administration toolkit
k3b 0.11.20-1 A sophisticated KDE cd burning application
subversion 1.1.4-2 Advanced version control system (aka. svn)
wine 0.9.15 Windows API Implementation (Binary Loader)
gcompris 7.4-3.1 Educational games for small children
openoffice-lang-pack 2.0.1-1 gujarati,malayalam,marati,oriya,urudu,asami
ttf-indic-fonts 1:0.4.7.1 Meta language fonts which includes Bengali,Guja
educational-tools Tuxpaint,Sunclock, Drgeo ,etc.,
evolution 2.6.3-2 groupware suite with mail client and organizer
grass 6.0.2-6 Geographic Resources Analysis Support System
qcad 2.0.5.0-1-2 A professional CAD System
samba 3.0.23c-2 allowing you to serve files and printers to Windo
Cancel
OK

You can go through README file and doc folder on the Utility Disk for further assistance.

23.Troubleshooting BOSS GNU/Linux

If you face any kind of problems with BOSS GNU/Linux, please inform us so that we will help you in solving it. But there are some basic issues that the lay users can also troubleshoot their systems on their own. This section gives you brief introduction of some of the problems and the steps to solve those issues.

23.1 Forgotten User Password

Passwords are stored in encrypted files on your BOSS GNU/Linux system: users cannot read the file and see their own or other passwords. If you forget your user password, you must create a new one.

If you realize that you have forgotten your password while logged in, you can create a new one for yourself. Open a shell prompt and enter the command **passwd**. The **passwd** command asks for the new password, which you will have to enter twice. The next time you log in, use the new password.

If you are not logged in when you realize you have forgotten your password, log in as the root user. Open a shell prompt and enter the command `$passwd <username>` where `<username>` is your normal user name. The **passwd** command requires you to enter the new password twice. Log out of your system. You can now log back in with your normal user name and your new password.

23.2 Error Messages during installation of deb packages

While installing a deb package for any new application, you need to update the repository paths appropriately in the /etc/apt/sources.list file as explained in the previous chapter. When you execute the `$apt-get update` command at your shell prompt, if you see that the repositories are not connected, then there may be a problem of proxy settings. If you are using the DHCP connection then it may not create problem unless you are able to access internet well. But if you are using the internet through proxy server then you need to export the http_proxy parameter to your proxy server ip and port number. If you don't have any idea about your proxy server then contact your network administrator.

Example : `$export http_proxy=http://192.168.31.100:3128`

Now you will see that an update on your repositories will work well.

Installing certain packages:

For installing a particular package, you need to know the exact package name of the application. Use apt-get install <package name> to install a package if you know the exact package name. If you are not sure with the full name of the package then you can search the related packages in the repository by using the command apt-cache search <package name> where the <package name> is your assumed package name, and this name can also have the meta characters included for easy search, like php* gives all the versions of php like php-imap,php4-imap,php5-imap etc. Once you find the exact package name, install it using the command apt-get install <package name>.

24. Conclusion

The BOSS GNU/Linux project has given rise to an Indian distribution of GNU/Linux targeted at the government and first-time user. Inspite of the constraints on human resources, the team was able to build this Linux distribution in a relatively short time. As BOSS GNU/Linux is localized and uses the Indian languages, it should result in getting more local people exposed to ICT and the Internet thereby helping to bridge the digital divide.

The project is ongoing and the next release of the software is currently being worked on. Further the repository for BOSS GNU/Linux will make it easier to build customized distros based on it as well as by application developers.

Choice of FOSS

Majority of government computer users require software for doing a number of common tasks like office applications (Word processor, spread sheet), accessing the Internet and multimedia in a secured environment. However, to bring it on every desk the software should be low cost and preferably no licensing fees at all. FOSS and GNU/Linux in particular meet all these requirements as it is free for use and can be freely copied, modified and distributed. It can also be easily localized to meet local needs and language. GNU/Linux is also relatively immune to common computer viruses, worms and spy ware.

24.1 About CDAC

Established in March 1988, as a Scientific Society of the Ministry of Communications and Information Technology, Government of India, C-DAC is primarily an R&D institution involved in the design, development and deployment of electronics and advanced Information Technology (IT) products and solutions.

C-DAC has established itself as premier R&D institution of National and International repute working in advanced areas of Electronics and Information Technology, developing and deploying IT products and solutions for diverse sectors of the economy.

24.2 About NRCFOSS

NRCFOSS has been promoted by the Department of Information Technology, MCIT, Government of India to address the issues related to FOSS in the Indian context and to explore how FOSS can play the twin roles of helping to bridge the digital divide as well as strengthening the Indian software industry.

One of the main objective of NRCFOSS is to come up with a local Indian GNU/Linux distribution viz. BOSS (Bharat Operating Systems Solutions). It was decided by a committee of experts to have an Indian distribution of Linux so that the language used for the desktop environment and some of the applications can be in the Indian language which will enable non-English literate users in the country to be exposed to ICT and to

use the computer more effectively. In the long term, the BOSS GNU/Linux project will attempt to be the standard GNU/Linux distribution for desktop computers in India.

24.3 Contact Us

To know more about us, you can visit the NRCFOSS portal at http://nrcfoss.org.in/ and further information about BOSS GNU/Linux and recent updates can be found at http://bosslinux.in. Also you can talk to the BOSS Team Members online through the irc channel *#BOSS-nrcfoss at Freenode.*

Centre for Development of Advanced Computing(C-DAC),

STPI Facilities Centre,

Ground Floor,

No:5,Rajiv Gandhi Salai,

Taramani,

Chennai-600113

Ph: 91-44 - 2254 2226/27

Website: http://bosslinux.in

Email : bosslinux@cdac.in

24.4 BOSS Support Centres

Addresses of BOSS Support Centres in India

BOSS Support Centre

Centre for Development of Advanced Computing ,

Plot E-2/1, Block GP, Sector V,

Bindhanagar, Salt Lake,

Kolkata 700 091

Ph: 033 23573950

BOSS Support Centre

Centre for Development of Advanced Computing,

68,Electronics City,

Bangalore 560100

PH: 080 28523300

Email : bosslinux@ncb.ernet.in, bosslinux@cdacbangalore.in

BOSS Support Centre

Centre for Development of Advanced Computing ,

A-34, Phase 8, Industrial Area,

Mohali, Chandigarh 160 071

Punjab

Ph: 0172 2237054

BOSS Lab,C-DAC

6 CGO Complex

Electronics Niketan

Lodhi Road

New Delhi -110003

Ph: 011 - 24301313

Email: bosshelp@mit.gov.in

BOSS Support Centre

Centre for Development of Advanced Computing,

Anusandhan Bhawan, C-56/1,

Sector 62,

Noida 201 307

Uttar Pradesh

PH: 0120 – 3063344

BOSS Support Centre

Centre for Development of Advanced Computing ,

Vellayambalam,

Thirunananthapuram 695033

Ph: 0471 – 2314412

BOSS Support Centre

Centre for Development of Advanced Computing ,

Campus of Pune University

Pune 411 007

Ph: 020 - 2564093

BOSS Support Centre

Centre for Development of Advanced Computing ,

2nd Floor, Delta Chambers,

Ameerpeth, Hyderabad 500 016

Ph: 040 - 231050115

BOSS Support Centre

Centre for Development of Advanced Computing ,

Gulmohar Cross Road No 9

Juhu, Mumbai 400 049

Ph: 022 - 26201488

Email: bosslinux.support@cdacmumbai.in

BOSS Support Centre

Centre for Development of Advanced Computing(C-DAC),

STPI Facilities Centre,

Ground Floor,

No:5,Rajiv Gandhi Salai,

Taramani,

Chennai-600113

Ph: 91-44 - 2254 2226/27

Email : bosslinux@cdac.in